



# LEDBURY TOWN COUNCIL

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6 October 2021

**TO: Councillors Bannister (Chair), Bradford, Harvey, Howells, Hughes, Knight, Manns (Town Mayor – Ex-officio), Morris and Troy (Chairman)**

You are hereby summoned to attend a meeting of the **Planning Committee** which will be held in the **Burgage Hall, Church Street, Ledbury**, on **Thursday, 14 Planning 2021 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

Angie Price  
Clerk

## **FILMING AND RECORDING OF COUNCIL MEETINGS**

**Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018**

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

- 1. To receive apologies for absence**
- 2. 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 Herefordshire Council at least 72 hours prior to the meeting)*

### 3. Public Participation

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. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Committee Chairman.

### MINUTES

4. To approve and sign the minutes of the Planning Committee meeting held on 9 September 2021 (5 minutes) (Pages 3132 - 3135)
5. To review the Action Sheet (5 minutes) (Pages 3136-3137 )

### PLANNING

6. Planning Consultations (20 minutes)

	<b>Application Number</b>	<b>Deadline for comments</b>	<b>Application details</b>
6.1	<a href="#">213722</a>	27 October 2021	Reduce Ash tree height by c40-50 foot due to its size excess shading of surrounding gardens – <a href="#">21 The Southend, Ledbury, Herefordshire, HR8 2EY</a>
6.2	<a href="#">213471</a>	15 October 2021	Proposed replacement fascia signage (externally illuminated) and hanging sign (fitted to existing bracket) – <a href="#">Manchester House, 9 High Street, Ledbury, Herefordshire, HR8 1DS</a>
6.3	<a href="#">213472</a>	15 October 2021	Proposed replacement fascia signage (externally illuminated) and hanging sign (fitted to existing bracket) (Listed Building Consent) – <a href="#">Manchester House, 9 High Street, Ledbury, Herefordshire, HR8 1DS</a>
6.4	<a href="#">213491</a>	15 October 2021	Proposed two storey extension to side elevation – <a href="#">70 New Street, Ledbury, HR8 2EE</a>

- 7. Planning Decisions (5 minutes) (Pages 3138 - 3143)**

**WORKING PARTIES (10 minutes) (Pages 3144 - 3219)**

- 8. a. Neighbourhood Development Plan**
- i. Minutes of a meeting held on 15 September 2021**
  - ii. Steering Group Notes – Meetings 46 – 49**
  - iii. Public Consultation draft report**
  - iv. Public Consultation draft executive summary**
- b. Minutes of a meeting of the Traffic Management Working Party meeting held on 1 September 2021**
- c. Minutes of a meeting of the Larger Planning Applications Working Party meetings held on 6 and 9 September**
- d. Minutes of a meeting of the Section 106 Task & Finish Group meeting held on 13 September 2021**
- 9. Riparian owner responsibilities (Pages 3220 – 3254)**
- a. Ditches & Drainage**
  - b. Process Guidance Members and Parishes**
  - c. Good Maintenance Guidance**
- 10. To note that the date of the next meeting of the Planning Committee is scheduled for 11 November 2021**

Distribution: Full agenda to: - Committee Members (8)  
Town Mayor (1)  
Press (2)



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF PLANNING COMMITTEE  
HELD ON  
9 SEPTEMBER 2021**

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**PRESENT:** Councillor Bannister (Chair), Howells, Hughes, Morris, and Troy

**ALSO PRESENT:** Angela Price - Town Clerk  
Amy Howells - Minute Taker

**P476 APOLOGIES FOR ABSENCE**

Apologies for absence were Councillors Harvey, Manns and Knight.

**P477 TO RECEIVE ANY DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

No declarations of interest and written requests for dispensations were received.

**P478 PUBLIC PARTICIPATION**

There were no members of the public present.

**P479 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 12 AUGUST 2021**

**RESOLVED:**

**That the minutes of the meetings Planning Committee held on 12 August 2021 be approved and signed as a correct record.**

**P480 TO REVIEW THE ACTION SHEET**

The Clerk provided an update on the outstanding items on the action sheet.

**RESOLVED:**

**That the action plan be received and noted.**

## **P481 PLANNING CONSULTATION**

- 1. Planning application 212394-** Proposed road level platform and storage shed space under the platform to be utilised as a storage area. Existing retaining walls and steps from pavement level down to the front door to be reconfigured and replaced - **Dromod, 55 Bank Crescent, Ledbury, Herefordshire, HRS 1AF**

**RESOLVED:**

**No objections**

- 2. Planning application 212605** - Proposed extension of current driveway to enable parking off road for three cars, currently only one car can fit on the drive - **5 Lower Road, Ledbury, Herefordshire, HRS 2DH**

**RESOLVED:**

**No objections, subject to a permeable surface and good drainage system being in place.**

- 3. Planning applications 213054 and 213055 (Listed Building)** - Proposed rear extension for storage and preparation space for the butchers - **67 The Homend, Ledbury, Herefordshire, HR81BP & Planning application 213055** - **67 The Homend, Ledbury, Herefordshire, HR9 1BP - Listed Building**

**RESOLVED:**

**No objections.**

- 4. Planning application 213313** - Proposed 18.0 Phase 8 Monopole C/W wrap around cabinet at base and associated ancillary works - **Land at Leadon Way, Ledbury, Herefordshire, HRS 2GD**

**RESOLVED:**

**No objections**

## **P482 PLANNING DECISIONS**

**RESOLVED:**

**That the planning decision report be received and noted.**

## **P483 PROPOSED 5G TELECOMMUNICATIONS INSTALLATION FOR H3G UK**

**RESOLVED:**

**No objections**

**P484 NOTIFICATION OF APPEAL - LAND SOUTH OF LEADON WAY & EAST DYMOCK ROAD, LEDBURY, HEREFORDSHIRE, HRS 2JQ - DEELEY PROPERTIES LTD AND COUNTRYWIDE FARMERS PLC**

Members were provided with an update that Deeley Properties were appealing the decision taken by Hereford Planning in respect of the development at Leadon Way.

Councillors Bannister and Howells provided some background information on this planning application for new Members of the Planning Committee.

**RESOLVED:**

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

**P485 NOTIFICATION OF APPLICATION FOR GRANT OF PREMISES LICENCE**

Pot & Page - 8 New Street, Ledbury, HR8 2DX - Sale/Supply of Alcohol 10am-10pm Mon-Sun.

**RESOLVED:**

**No objections**

**P486 PARISH COUNCILLORS GUIDE TO RURAL AFFORDABLE HOUSING**

**RESOLVED:**

**That the report be received and noted, noting that this may be of use when considering larger planning applications in the future.**

**P487 WORKING PARTIES**

**a. Neighbourhood Development Plan**

**i. Steering Group Notes - Meetings 44 and 45**

Councillor Howells reported that over 800 responses had been received from the public consultation; online and paper questionnaires, results will be received Monday, 13 September 2021 ready for a report to the Full Council meeting on 30 September 2021.

**RESOLVED:**

That the information provided in respect of the Neighbourhood Development Plan be received and noted.

ii. **Traffic Management**

Members were advised that the minutes of the Traffic Management Working Party were not available in time for the meeting.

**RESOLVED:**

That this item be deferred to the next meeting of the Planning Committee.

iii. **Larger Planning Applications**

Councillors Bannister advised that the Working Party had met earlier in the day and that they had agreed a list of seven points to raise in respect of this planning application as follows:

Need to include Phillips notes here.

**RESOLVED:**

- a. That Councillor Bannister draft a response to Herefordshire Council Planning Officer and send to other members of the Planning Committee for consideration prior to sending to Hereford Council.
- b. That the Clerk request an extension until Tuesday, 14 September 2021 for the council to respond.

P488 **DATE OF THE NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Planning Committee is scheduled for 14 October 2021.

The meeting ended at 19:58pm.

Signed ..... Dated .....  
(Chair)



**ACTION SHEET**

**PLANNING COMMITTEE**

**09.09.2021**

<b>Minute No.</b>	<b>Action</b>	<b>To be Actioned by</b>	<b>Date Actioned</b>	<b>Comments</b>	<b>Status</b>
<b>P487(ii)</b>	That the minutes of the TMWP be deferred to the next meeting of the committee	<b>TC</b>		On agenda for noting	Completed
P487(iii) (a)	That Cllr Bannister draft a response to Herefordshire Council PO's and send to other members of the Planning Committee for consideration prior to sending to Hereford Council	Cllrs	14.09.2021	Drafted, agreed and sent	Completed
<b>P487(iii)</b> (b)	That the clerk request an extension until Tuesday 14.09.2021	<b>TC</b>	10.09.2021	Extension agreed	Completed

8136

**ACTION SHEET**

**ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

<b>Minute No.</b>	<b>Action</b>	<b>To be Actioned by</b>	<b>Date Actioned</b>	<b>Comments</b>	<b>Status</b>
<b>2020</b>					
<b>P258</b>	That the Council agree to share the LSCA and site assessment work with HC when completed	<b>TC/NDP</b>			On completion of NDP
<b>2021</b>					
<b>P341</b>	That LTC agree to Barratts being issued a Licence to Cultivate the roundabout on Leadon Way, noting that the roundabout must be cultivated until they have completed all house sales on site	<b>DTC</b>	<b>29.04.2021</b>	No response from Barratts and HC	In Progress
P410	That the MP WP prepare a briefing paper in relation to the Section 106 contributions from the Viaduct Site, using the information in Councillor Harvey's recent Ward report and the information available on HC website in respect of S106 to summarise what the S106 contributions will be from the Viaduct Site	<b>MPAWP</b>		T & F Meeting held on 13.09.2021 minutes of that meeting on agenda for consideration. Possible further meeting required	Completed
<b>P412</b>	That the access Audit Report be referred to the Market House Working Party for further discussion and recommendations	<b>MHWP</b>		Consider referring to E & L Committee	In-progress

2137



## Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING DATE 11 July 2018</b>				
192361	Proposed works to remove T1 Cherry and works to T2 Variegated Maple to thin and lift the crown at Bowling Green Cottage, The Southend, Ledbury, HRS 2HD - works to trees in a conservation area	OK	No objection	<b>No Decision</b>
<b>LTC MEETING 11 MARCH 2021</b>				
204577	Proposed redevelopment of former auction rooms with associated demolition works, now car parking and other infrastructure - Former Auction Rooms, Market Street, Ledbury, Herefordshire	<b>CB</b>	No Decision	<b>No Decision</b>
204578	Proposed redevelopment of former auction rooms with associated demolition works, now car parking and other infrastructure - Former Auction Rooms, Market Street, Ledbury, Herefordshire - <b>Listed Building Consent</b>	<b>CB</b>	No Decision	<b>No Decision</b>
<b>LTC MEETING 8 APRIL 2021</b>				
204577	Proposed redevelopment of the former auctions with associated demolition works, now car parking and other infrastructure - Former Auctions Rooms, Market Street, Ledbury, Herefordshire	<b>CB</b>	No Decision	<b>No Decision</b>
204578	Proposed redevelopment of the former auctions with associated demolition works, now car parking and other infrastructure - Former Auctions Rooms, Market Street, Ledbury, Herefordshire - Listed Building	<b>CB</b>	No Decision	<b>No Decision</b>
<b>LTC MEETING 10 JUNE 2021</b>				
211301	Proposed change of use from bus depot to car sales - <b>Smiths Motors Ledbury, Coach Garage, The Homend, Ledbury, Herefordshire, HR81BA</b>		No Objection	<b>Approved with Conditions</b>

2138

189

211377	Replacement sash windows to front elevation (facing New Street). Renewal of existing roofs - <a href="#">Barn House, 23 new Street, Ledbury, Herefordshire. HR8 2DX</a>		No Objection	<b>No Decision</b>
211378	Replacement sash windows to front elevation (facing New Street). Renewal of existing roofs - <a href="#">Barn House, 23 new Street, Ledbury, Herefordshire. HR8 2DX- Listed Building</a>		No Objection	<b>No Decision</b>
<b>LTC MEETING 19 JULY 2021</b>				
211237	Proposed erection of extension to the front of the existing industrial unit for production and loading purposes. <a href="#">Countrywide Stores Ledbury Herefordshire HR8 2JQ</a>	<b>CB</b>	No Objection	<b>Approved with Conditions</b>
211611	Construction of a two-storey extension. <a href="#">Stony Hill Worcester Road Ledbury Herefordshire HR8 1JA</a>	<b>MN</b>	No Objection	<b>No Decision</b>
211733	Change of use to B8 (storage); creation of new junction onto Leaden Road; erection of fence and gate. <a href="#">Land west of Leaden Road Lower Road Industrial Estate Ledbury Herefordshire</a>	<b>EB</b>	<b>No Objections</b> were raised however it should be commented that when considering similar applications planners give priority to creating more than one job.	<b>Approved with Conditions</b>
212080	Proposed single storey extension to rear and construction of 2-bay carparking to front. <a href="#">Iac Cottage Bridge Street Ledbury Herefordshire HR82AH</a>	<b>MN</b>	No Objection	<b>No Decision</b>
212090	Change of use and alterations of two agricultural buildings and adjoining yard area to mixed office (class E, formerly class B1), storage (Class B8) and vehicle repair workshop use (Class B2). <a href="#">Parkfield Farm Leddinaton Ledbury Herefordshire HR8 2LF</a>	<b>JB</b>	No Objection	<b>Approved with Conditions</b>
212243	Variation of conditions 4, 15, 19 and 24 of planning permission 192482(Outline planning permission with all matters reserved (save access) for the erection of up to 140 residential dwellings (use class C3) with associated parking, access roads, public open space,	<b>CB</b>	It was suggested that this application be deferred to the Larger	<b>Approved with Conditions</b>

8140

	landscaping, sustainable urban drainage, and associated works) - to include revised plans and reports reflecting revised location of roundabout. <a href="#">Land South of Leadon Wav Ledburv Herefordshire</a>		Applications Working Party.	
<a href="#">212487</a>	Purple Maple (1) - Fell Eucalyptus (2) - Fell Multi-stemmed Ash (3) - Fell Ash (4) - Fell Reason - Trees have outgrown their situations. Note - All works applied for are to trees under 30 years of age and therefore exempt from the TPO at the property. <a href="#">The Cedars Horse Lane Orchard Ledburv Herefordshire HR8 1PL</a>	<b>OK</b>	No Objection	<b>Tree work can proceed</b>
<b>LTC MEETING 12 AUGUST 2021</b>				
<a href="#">212483</a>	Proposal to replace garage with single storey front and side extension. <a href="#">Brambles Orchard Lane Ledburv Herefordshire HR8 1DQ</a>	<b>JB</b>	No objection	<b>Approved with conditions</b>
<a href="#">211356</a>	Proposed new garage - Swing Trees, Orchard Lane Ledbury, Herefordshire, HR8 1DQ	<b>Awaiting allocation</b>	No objection	<b>No Decision</b>
<a href="#">211659</a>	Proposed Refurbishment of farmhouse with single storey side extension - Upper Mitchell Farm, Westhill, Ledbury, Herefordshire, HR8 1JF	<b>Awaiting allocation</b>	No objection	<b>No Decision</b>
<a href="#">211660</a>	Proposed Refurbishment of farmhouse with single storey side extension - Upper Mitchell Farm, Westhill, Ledbury, Herefordshire, HR8 1JF - <b>Listed Building</b>	<b>Awaiting allocation</b>	No objection	<b>No Decision</b>
<a href="#">212375</a>	Proposed approval of the 2 <sup>nd</sup> phase consisting of the erection of 49 dwellings, open space and landscape alterations, and improvements to non-motorised connectivity of extant residential development - South of Leadon Way, Ledbury, Herefordshire, HR8 2HT	<b>CB</b>	Referred to LPA WP	<b>No Decision</b>
<a href="#">212423</a>	Application for variation of condition 10 of planning permission NE/1999/2305/F (Refurbishment of existing household waste site, including extension into adjacent land, for the importation, handling sorting screening and temporary storage of waste materials). To allow the Household Recycling Centre (HRC) to be open for loner hours on a Sunday in order to allow greater capacity to a growing population and in order to provide consistency in opening times across all HRC's in Herefordshire - Household Waste Disposal Site, Little Marcie Road, Ledburv, Herefordshire, HRS 2DR	<b>RJ</b>	No objection	<b>No Decision</b>

3141

212476	Repairs to partially collapsed barn and installation of swimming pool and associated facilities - Court Rhea Farm, Rhea Lane, Ledbury Herefordshire, HRS 2PT	AM	No objection	No Decision
212477	Repairs to partially collapsed barn and installation of swimming pool and associated facilities - Court Rhea Farm, Rhea Lane, Ledbury Herefordshire, HRS 2PT - <b>Listed Building Consent</b>	AM	No objection	No Decision
212502	Proposed installation of jet was bay including 2.7m high solid screen, jet wash cabinet, concrete slab and slit trap - Ledbury Service Station, Ledbury, Herefordshire, HRS 1BS	MN	No objection	No Decision
212729	Proposed ground floor rear extension, additional windows to side elevation and internal reconfiguration to layout - 3 Park View, Newbury Park, Ledbury, Herefordshire, HRS 1AZ	Awaiting allocation	No objection	No Decision
212803	Application for approval of reserved matters following outline approval of 191136 (Proposed one new residential dwelling and garage) - Land adjacent to Townsend Cottage Mabels Furlon, Ledbury, Herefordshire	Awaiting allocation	No objection, subject to the concerns raised by local residents in respect of poor water pressure being addressed and that a report from the water provider be obtained	No Decision
200662	Change of use of Former Methodist Chapel to A4 Wine Bar with food facility, also managers flat - Methodist Church, 145 The Homend, Ledbury, Herefordshire, HRS 1BP	MN	No objection, subject to the following conditions being taken into consideration - that noise levels be kept to an acceptable level; that the rear garden should be for the private use of the manager and not the general public; consideration should be given to removal of	Refused - appeal pending

2142

			rubbish; access and parking - an alternative location should be considered	
<b>LTC MEETING 12 AUGUST 2021</b>				
212394	Proposed road level platform and storage shed, space under the platform to be utilised as a storage area. Existing retaining walls and steps from pavement level down the front door to be reconfigures and replaced - <a href="#">Dromod, 55 Bank Crescent, Ledbury, Herefordshire, HR8 1AF</a>	<b>Awaiting Allocation</b>	No Objection	<b>No Decision</b>
212605	Proposed extension of current driveway to enable parking off road for three cars, currently only one car can fit on the drive - <a href="#">5 Lower Road, Ledbury. Herefordshire. HR8 2DH</a>	<b>Awaiting Allocation</b>	No objection subject to a permeable surface and good drainage svstem being in place	<b>No Decision</b>
213054	Proposed rear extension for storage and preparation space for the butchers - <a href="#">67 The Homend. Ledbury. Herefordshire, HR8 1BP</a>	<b>Awaiting Allocation</b>	No objection - clerk to enquire with following: "This company have a light industrial unit on the lower road industrial estate and Cllrs have asked why they are requesting further space for storage and preparation at 67 Homend, would they be able to make use of the unit on Lower Road for this?"	<b>No Decision</b>
213055	Proposed rear extension for storage and preparation space for the butchers - <a href="#">67 The Homend. Ledbury. Herefordshire. HR8 1BP Listed Building</a>	<b>Awaiting Allocation</b>	No objection - clerk to enquire with following: "This company have a liajt industrial unit on	<b>No Decision</b>

			the lower road industrial estate and Cllrs have asked why they are requesting further space for storage and preparation at 67 Homend, would they be able to make use of the unit on Lower Road for this?"	
213313	Proposed 18.0m Phase 8 Monopole C/W wrap around Cabinet at base and associated ancillary works - <a href="#">Land at Leadon Way, Ledbury, Herefordshire HRS 2GD</a>	MN	No Objections	<b>No Decision</b>

**MINUTES OF A MEETING OF THE  
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY  
HELD ON 15 SEPTEMBER 2021**

**PRESENT:** Councillors Bannister, Eakin and Howells (Chair)  
Non-Councillors - Nicola Forde, Diane Fullerton, Celia Kellet,  
Beverley Kinnaird, Paul Kinnaird and Ann Lumb

**ALSO PRESENT:** Angela Price-Town Clerk

**200. APOLOGIES**

Apologies were received from Nick Fish,

**201. DECLARATIONS OF INTEREST**

None received.

**202. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE  
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY HELD ON 22  
JUNE 2021**

**RESOLVED:**

That the minutes of the meeting of the Neighbourhood Development Plan Working Party held on 22 June 2021 be approved and signed as a correct record.

**203. TO RECEIVE THE NOTES OF THE MEETINGS OF THE NEIGHBOURHOOD  
DEVELOPMENT PLAN STEERING GROUPS HELD FROM 9 JUNE TO 10  
AUGUST 2021 (No's 42-45)**

**RESOLVED:**

To receive and note the notes of the Steering Group meetings held from 9 June to 10 August 2021.

**204. UPDATE ON PUBLIC CONSULTATION**

a. Update on public consultation project plan

Councillor Howells provided an update on the public consultation project plan.

He advised that some of the work was complete within the project plan, but that there is still some work to do in other areas. He advised that the LVBA was about 70% complete, but that it was overdue due to the consultant being very busy and information that needs to be provided to assist with this work.

He advised that the filing to the website and of hard copies was progressing and that he would shortly be providing information to the Clerk to be uploaded to the Council's website in readiness for the submission of the first draft of the NOP in October/November 2021.

He advised that the public consultation was now ended, and the information had been input and a report received on the outcome. He advised that the group now need to chase up the organisation and business responses.

He advised that as they had only received the report on 14 September they would now need to start entering the qualitative data into a spreadsheet.

b. On-line questionnaire survey report

Councillor Howells shared a document "Headline Results from the Residents NOP Public Survey June/July 2021" which had been prepared by Nicola Forde. He provided an overview on the information provided in the document and advised that this would be shared with the group following the meeting.

It was agreed that there were still some organisations and business that needed to be followed up noting that it was important to get these responses by the end of September.

Councillor Bannister advised that he yet to complete contacting businesses on the Homend trading estate but that he anticipated completing this the following day.

c. Update on consultation with local groups and businesses

Councillor Howells considered that this item had been covered in discussions on a and b above.

## **205. WEBSITE AND FILING UPDATE**

It was noted that the website and filing had been covered in minute 204.

Councillor Howells stated that he spoken with Sam Banks about the accessibility of the information on the website. He advised that he had been made aware of a Microsoft Office function that you could use to check accessibility of documents on websites.

He advised that there was a lot of consultation feedback and that it may be advisable to make a change to the filing system to separate consultation feedback from activities information.

Nicola advised that she had noted that the consultant's briefs were not on the website, and she considered that this should be included as a priority.

**206. UPDATE ON GRANT APPLICATIONS, FUNDING AND UP TO DATE BUDGET**

Councillor Howells provided an update on the budget and funding, advising that Ledbury Town Council had agreed to release the additional £10,000 due to the Awards for Grant funding not being awarded to the group.

**207. UPDATE ON OVERALL NOP PROJECT TIMELINE**

Councillor Howells pointed out that there had been delays which affected the project timeline advising of the following amended timeline:

Amended Reg 14 date - moved from mid-August - now anticipated January 2022

Amended Reg 16 date - anticipated early spring 2022

Nicola advised that the new timeline was partly due to school holidays and that Hereford Council have to look at the document for one month. She advised that it was hoped that the draft document (Reg 14) would be ready by the middle of November, which is a couple of months further along than previously considered.

Councillor Howells stated that the key point to reach is Reg 14, as once this is in place the NOP has legal status. He advised that Nicola had sought advice on what point it is that the new revised plan has to be taken into account in planning consideration. The advice was that the NOP gains power through the various stages stating the following information had been received:

*"The weight is determined by a number of factors which is outlined in paragraph 48 of the NPPF 2021- "The stage of preparation of the emerging plan the more advanced the preparation the greater weight may be given"*

**208. DATES OF FUTURE MEETINGS**

**RESOLVED:**

**To note that future meetings of the Neighbourhood Development Plan Working Party are scheduled for:**

**6.30pm on Tuesdays 19 October 2021 and 23 November 2021**

The meeting ended at 7.26 pm

Signed ..... Dated .....



# Ledbury NDP Steering Group (SG) agenda and actions

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

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

Office: Angie Price (the Clerk, AP)

Action colour code: Red = still to do

<p><b>Meeting 46 - Thursday 26<sup>th</sup> August 2021 (also notes from LVBA mapping meeting with CT 19<sup>th</sup> August 2021)</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1. Notes of Meeting 45</b>          These were discussed and with some amendments, agreed.</p>	
<p><b>2. Consultation Update</b>          PH has a few more templates to send out (e.g. John Goodwin, Pugh's, Tesco, W. Midlands Rail Executive) and will get them sent this weekend (28/30<sup>th</sup> August), asking for responses by 13<sup>th</sup> September.          Signatures are still required to confirm the consultation has been completed with a number of individuals/organisations, all noted by NF on the consultee grid. PH also to follow up contact with Mr B. Gilbert and Mr A. Hindmarsh and UBL signature confirmation from Paul Kinnaird.          NF still to contact Ledbury Park and get signature confirmation from the Health Partnership.          Most hard to reach groups have been consulted, except for travellers' groups. NF to write to SB (copied to Kevin Bishop) for advice on who and how to contact relevant travellers.          NF to phone Canal Trust chairman (after 3<sup>rd</sup> August) to follow up template already sent to him.          SG discussed whether we should consult owner of Masefield Meadow about the future for this land as green space. SG agreed that it was important, and that PH should ask John Bannister to contact the owner.          NF to provide appropriate template and accompany to take notes if required.</p>	<p>PH  PH  NF  NF  PH  NF</p>
<p><b>3. Redraft of Town Centre Policies</b>          AL and NF had looked at BB's redraft. AL to feedback to BB, with note that PH had spoken with the Traders' Association who would respond to the consultation by 13<sup>th</sup> September.</p>	<p>AL</p>
<p><b>4. Draft LVBA</b>          SG discussed various aspects of the first draft (e.g. introduction, hydrology, public and social amenity, GI and conclusions). PH and AL to feed back to CT on the settlement boundary conclusions. After discussion, SG agreed that the first draft should only go to those involved in the writing; the next draft to go to the WP, councillors and other individuals. NF noted all those to whom an email should be sent, flagging up when the next draft was expected and asking for their views on it.          NF to ask SB who the draft LVBA should be sent to at HC.</p>	<p>PH/AL  NF  NF</p>

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

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Action colour code: Red = still to do

<p><b>5. Next WP Meeting</b>            SG discussed the next WP meeting scheduled for 7<sup>th</sup> September. PH reiterated the timeline according to which the final draft of the LVBA would be available by 6<sup>th</sup> September. Recognising that this may not be the case, and that both MB's report on the survey and BB's redraft of the NOP will also not be available, SG agreed to propose a short postponement of the WP meeting until 15<sup>th</sup> September. PH to talk to AP and ask her to email WP members, explaining this short delay until one or more reports are available. <b>NF</b> also asked PH if AP could provide a dedicated email for all SG to access and send emails ready for the next consultation phase.</p>	<p>PH PH</p>
<p><b>6. Other Matters</b>            Further completed questionnaires (e.g. from Harling Court) would have to be added to the qualitative feedback which is being kept. NF to ask MB again for her advice on a template to capture qualitative feedback.            SG to discuss this whole subject at next meeting.            SG noted that the meeting held with Carly Tinkler at the Market House on 19<sup>th</sup> August had confirmed the mapping requirements to go with the LVBA. CT has the list. NF believes she can do the digitalisation of the maps as needed from the input by contributors. NF to provide PH with an A3 map for adding his content from his Public Amenities section of the LVBA.</p>	<p>NF SG</p>
<p><b>7. Next SG Meeting</b>            To be confirmed after the WP meeting on 15<sup>th</sup> September.</p>	

# Ledbury NDP Steering Group (SG) agenda and actions

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<p><b>Meeting 47 - Friday 17<sup>th</sup> September 2021</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1. Notes of Meeting 46</b>          These were agreed, with an additional note on the meeting with CT on 19<sup>th</sup> August regarding LVBA map requirements.</p>	
<p><b>2. Report on Questionnaire Analysis</b>          MB will get final details and an executive summary of her report to SG for a meeting on Tuesday, 21<sup>st</sup> September at 1:30pm. NF to arrange a meeting room with Hannah Tettero. Diane Fullerton also to be invited to discuss the qualitative data analysis.</p>	<p>NF</p>
<p><b>3. LVBA and LVSA</b>          Completion of both the LVBA and LVSA is holding up progress. PH to see Ian Fountaine on Monday, 20<sup>th</sup> September and NF to supply an A3 map so that PH can amend the Public and Social Amenity section by 27<sup>th</sup> September. Our aim is to finalise the LVBA and LVSA with CT a.s.a.p.          SG discussed an outlined sensitivity study received from CT on the area north of the railway station. It was agreed that time pressures considered, a meeting with CT should be postponed until all the sensitivity studies are completed. PH to email CT about this and the timeline now planned:</p> <ul style="list-style-type: none"> <li>- Draft LVSA/sensitivity studies by 30<sup>th</sup> September</li> <li>- Next LVBA draft by 7<sup>th</sup> October</li> </ul> <p>PH also to ask CT for potential meeting dates.</p>	<p>PH</p>
<p><b>4. Consultation with Groups, Individuals etc.</b>          PH had updated the consultee grid to show all those consulted and those who had replied.          PH to do redacted version for the website. The website will also distinguish between actions taken to consult groups, individuals etc. and the actual consultation feedback.          PH is currently responding to consultees' replies with brief thanks. NF and AL would also like all feedback forwarded to them. PH to send feedback to BB too, where it might be relevant to policies.          PH updated SG on some specific feedback from groups/ individuals/organisations, all of which will be recorded on the grid. On Travellers' Groups, SG discussed the wording used to date and agreed to contact SB about how this consultation should be recorded.          PH is still pursuing the need from the football clubs for the technical layout required (accurate size of land with coordinates) for the settlement boundary/NOP policy formulation and to get a valuation for buying the land for new football pitches and car parking. Meanwhile, BB has enough evidence to say that the</p>	

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scheme is feasible and deliverable in the timespan and draft this section of the NOP. PH has set 30 <sup>th</sup> September as final date for accepting consultation feedback but will remain flexible on this.	
<b>5. Next SG Meeting</b> Tuesday, 21 <sup>st</sup> September at 1:30pm with MB. Thursday, 7 <sup>th</sup> October at 10:30am (possibly with BB).	

# Ledbury NDP Steering Group (SG) agenda and actions

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<p><b>Meeting 48 - Tuesday 21<sup>st</sup> September 2021</b> <b>Present: PH; NF; AL; MB</b></p>	
<p><b>1. MB's Survey Report</b> SG discussed and agreed various minor changes to the wording of the full report and executive summary with MB. It was also agreed that the report should include the breakdown between online and paper questionnaires received and refer to the survey's context and relative success. The response rate was good for a town like Ledbury and provided a sound basis for the NOP going forward. After discussion, it was agreed that the survey showed a large majority in favour of extending the town centre, but that the results were inconclusive as to the combinations people wanted. However, it looks likely that there is a case for defining the town centre as red + purple+ blue (adding Lawnside and Co-op), a view supported by earlier advice from HC planners. PH to chase the Traders' Association for their views on this. MB to send completed documents to SG by Monday, 27<sup>th</sup> September. All documents to be put on the website (full report, executive summary, appendix1 (leaflet &amp; questionnaire) and appendix 2 (all comments received, including a couple of derogatory ones). NF's summary of the survey findings also to go on the website. Qualitative data analysis: SG discussed how to analyse comments received from both the survey (covered by MB's report) and from groups/organisations etc. MB explained the use of her Excel spreadsheet in which topics were broken down and coded to produce the summaries in her main report. MB will send this to NF for SG use in analysing qualitative data from organisations/groups etc. Other matters: PH will look at the split between grants received and meanwhile asked MB to invoice LTC. NF pointed out that we are now looking at Reg 14 consultation after Christmas and would like MB's help with this. MB happy to help at that stage and with other issues, such as the town centre conclusions. MB was thanked for all her work to date.</p>	
<p><b>2. LVBA/LVSA</b> CT had only recently seen and commented on notes from SG Meeting 45 sent to her in late August and is unhappy with the record. SG discussed each point, most of which relate to the sensitivity studies. It was agreed that there was no major disagreement, but that CT's points represented a different understanding of the detail/extent</p>	

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to be covered in her LVSA. PH to contact CT to clarify these points which should be mutually acceptable and resolve matters.	
<b>3. NOP Transport Section</b> SG discussed two questions raised by BB and agreed responses to be forwarded by AL as follows: a) LTC liaises regularly with the Ledbury Footpaths Officer. b) The Core Strategy idea for an underground car park north of the railway station should be referred to when the transport section is re-written. Essentially, proposals for this area will be ruled out on sensitivity grounds once CT's study is complete, leaving provision of a lift (widely support by the public) and redirection of the railway lines as the remaining options.	
<b>4. Next SG Meetings</b> Tuesday, 5 <sup>th</sup> October at 2.30 pm (with CT) Thursday, 7 <sup>th</sup> October at 10.30 am	

# Ledbury NDP Steering Group (SG) agenda and actions

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<b>Meeting 49 - Wednesday 29<sup>th</sup> September 2021</b> <b>Present: PH; NF; AL</b>	
<b>1. Notes of Meeting 47 and 48</b> These were approved.	
<b>2. NDP Public Survey</b> SG discussed MB's final report and executive summary to be renamed NOP Public Survey. PH to look at main conclusions, NF to proof-read and forward any amendments to PH. PH to ask AP and Amy Howells to update website to remove the questionnaire and add meeting notes and MB's final documents. PH to look at grants received to ensure that MB's invoice(s) relate appropriately. NF to reply to MB about the final documents; PH to contact her about invoicing.	
<b>3. Contacts with BB</b> PH to reply to BB about the meeting notes of 17 <sup>th</sup> September and follow up requirement to produce an accurate layout for the football area. PH also to inform BB that UBL are selling land. PH and NF to look at Transportation and Views sections drafted by BB. NF to respond, send MB's report, executive summary and Appendix 2 to BB and arrange a meeting with him about the NOP and LVSA on 7 <sup>th</sup> October.	
<b>4. LVBA</b> PH had not completed his section due to many other commitments, but had had a useful meeting with Ian Fountaine and will try to complete a.s.a.p. SG discussed the Introduction to the LVBA. <b>a) Purpose of Study:</b> SG agreed that the study's purpose needs to be clearer, to support the revision of the NOP and cover three main objectives: (i) to make sure we include issues not covered in the original NOP, the settlement boundary in particular (ii) to inform the Core Strategy Local Plan, and (iii) to guide future iterations of the NOP <b>b) 2060:</b> While 2050/60 was discussed at a strategic NOP meeting in August 2020, this timeline has not been pursued since. SG agreed that the LVBA should refer instead to 'in the future' or 'over the longer term' but could also mention 'even potentially to 2050/60'.	

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

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<p><b>c) Housing:</b>          The revised NOP isn't looking at housing and such references should therefore be omitted with the use of BB's suggested wording:          "...it was agreed that the LSCA's primary purpose would be to establish capacity for necessary development, in particular to meet employment and recreational needs. In addition, and for the longer term, it was to determine what capacity there was for further growth and the direction this might take should there be any. This could be used to inform the review of the Core Strategy and any future review of the NOP."</p> <p><b>d) Planning Context:</b>          SG agreed that any points on planning should take account of BB's knowledge and advice.</p>	
<p><b>5. Group/organisational Consultation</b>          SG discussed feedback already received from individuals/groups, those who had not responded and who should follow them up. These included: Bruce Gilbert (PH); John Goodwin (PH); football group (PH); Tesco (PH); Pugh's (NF to contact Jason Thompson); Trader's Association (NF); Ledbury Primary School (NF); John Masefield School (NF); Ledbury Park (NF). PH to reply to email from Steve Glennie-Smith. MB has sent her consultation grid which will be passed to Diane Fullerton to start processing feedback a.s.a.p.</p>	
<p><b>6. Next SG Meetings</b>          Tuesday, 5<sup>th</sup> October at 2:30pm (with CT)          Thursday 7<sup>th</sup> October at 2:30pm (with BB).</p>	



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NDP  
Survey  
2021

OCTOBER 7 2021

Max Bassett Research

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# Ledbury NOP

## ISSUES AND OPTIONS **SURVEY** MAY - JULY 2021

### Final report September 2021

#### Version History

Version 0.01- draft sent to Ledbury NDP Steering Group

Version 0.02 - amended draft sent to Ledbury NDP Steering Group

Version 0.03 - amended draft sent to Ledbury NDP Steering Group

**Version 0.04- edited by NDP Steering Group**

#### Introduction

The currently adopted Ledbury Neighbourhood Development Plan (NDP) does not contain policies upon several important matters, particularly a settlement boundary. Ledbury Town Council is undertaking a limited revision of its NDP to address these omissions. This **questionnaire does survey did** not cover topics that were covered in the adopted Ledbury NDP which provided sufficient evidence to develop policies, such as housing.

#### Methodology

During June and early July 2021 all Ledbury parish residents were sent a paper information leaflet and questionnaire asking for views about proposed key issue revisions to the NDP before the Town Council draws up a new version of the plan. A paper questionnaire was sent out to 6,600 households across the parish. The survey was also available online either to complete instead of the paper version or if there were additional residents in the household (over 16); alternatively, further paper copies were available from Ledbury Town Council Offices. In addition to this, there was a wide marketing plan to ensure that residents knew this consultation was being developed and when it was open for responses. The questionnaire was discussed with young people in the Sixth Form at John Masefield High School, results of which are

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shown throughout the report. The questionnaire was also distributed to voluntary and community groups within the parish, results of which are still being returned so not included in this report at this current time.

## Results

In total there were 842 responses, approximately 13% of 6,600 households, plus 16 responses from pupils at the Sixth Form of John Masefield High School, as indicated by the following symbol.



Paper questionnaires were sent to nearly all households in Ledbury Parish, which encouraged respondents to fill in the questionnaire online with the link provided within the documents sent; or alternatively to fill in the paper questionnaire. 458 responses were completed online and 384 returned a paper copy.

There is no definition of an acceptable response rate, given there are many factors which affect the response rate. The aim was to post the questionnaire to all addresses within the Ledbury Parish area, and widely publicise the online survey through various methods currently in use in the Ledbury area to encourage as high a response rate as possible.

## 1. Defining a settlement boundary for the town.

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

Respondents were asked to rank options in order of preference: 1 for most preferred, 2 for second choice, 3 for least preferred.

Question 1a chart and the table below show there was a clear preference with higher numbers of respondents ranking Option C as their first choice. There were 718 out of 842 respondents selecting Option C as their first choice.

**Option C:** As Option B plus protection for the Riverside Park and areas for recreation and employment southwest of Little Marcie Road. This is the option recommended by Ledbury Town Council, Herefordshire Council and our professional consultants.

Option B came out as respondents preferred second choice and Option A was their least preferred.

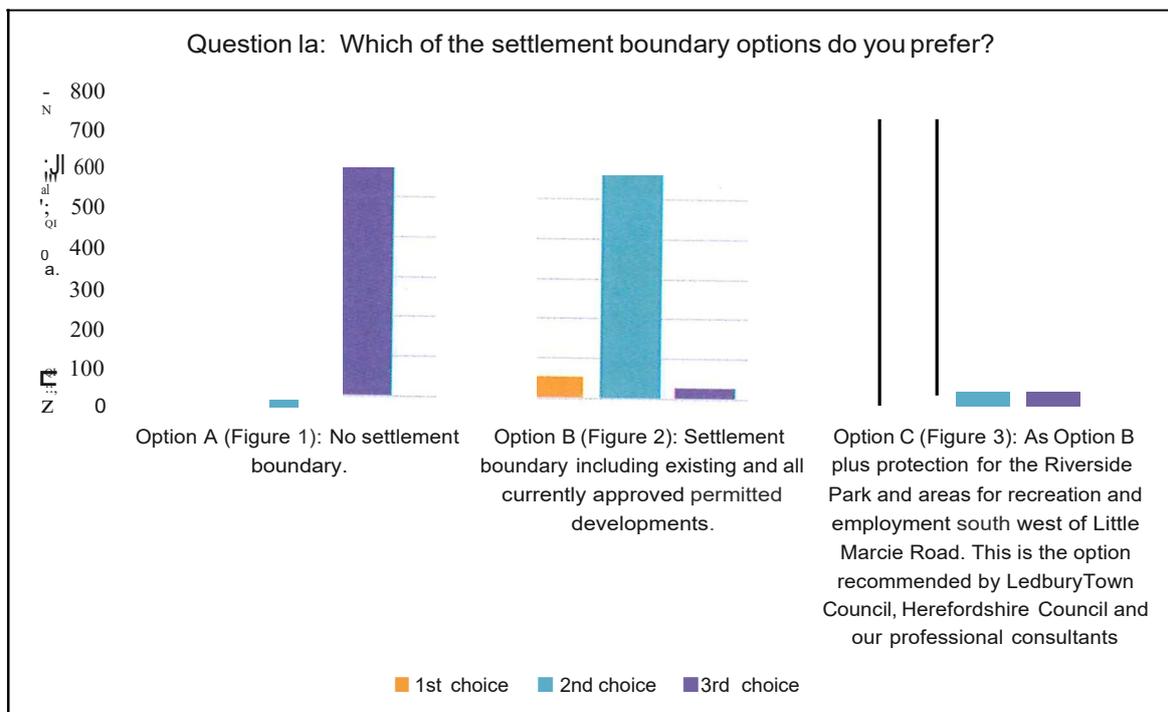


Table 1a. Number of respondents selecting 1st, 2 <sup>nd</sup> , 3 <sup>rd</sup> choice for Settlement Boundary options.	1st Choice	2nd Choice	3rd Choice
Option A (Figure 1): No settlement boundary.	37	21	599
Option B (Figure 2): Settlement boundary including existing and all currently approved permitted developments.	54	582	28
Option C (Figure 3): As Option B plus protection for the Riverside Park and areas for recreation and employment southwest of Little Marcie Road. This is the option recommended by Ledbury Town Council, Herefordshire Council and our professional consultants.	718	51	22


 Young people's views were similar in that there were 15 out of 16 in favour of Option C.

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**Question 1b: Do you have any suggestions of other areas to be added within the boundary and why?**

There were 156 responses with 40 of these being No. The remaining 116 comments were quite broadly spread covering a range of issues, as follows:

- There were around 40 suggestions of areas to be included within the settlement boundary, and potential areas to develop. These included around:
  - Gloucester Road and the roundabout
  - The Bypass
  - Dymock Road
  - Bromyard Road

*"Between Gloucester Road and new development - access to motorway, on a major road, most people buying will be travelling away from Ledbury for work towards the East."*

*"Bypass up to Gloucester Road and expand the land on Bromyard Road for development as it already has permission"*

*"East of Bromyard Road, West of Gloucester Road at roundabout. "*

*"Land adjacent to Gloucester Road or Dymock road. Least impact on woodland and flood plain."*

*"Consider land to NE of Bromyard Road opposite area already granted Planning Permission N of Viaduct."*

*"don't see why the west of the by pass should" (?should this be shouldn't?) be looked at for development if required and needed. Ledbury is expanding and there is already little housing infrastructure for first time buyer who have lived in the area for a long time and prices are just increasing. Ledbury as a town can handle bigger expansion and will only progress the town more in the future. Times have gone with it being a small market town. Once the older generation disappear it needs expansion to get the town working and still be profitable other than tourism"*

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- There were also a number of comments about where development should not be (24 comments). The largest category of these, although only seven specifically, were around the Bloor Homes development at the Viaduct/ Bromyard Road site. There were concerns about access, impact on traffic and the visual impact on the historical viaduct.

*"The Bloor Homes viaduct development is completely the wrong side of Ledbury so any further development north of the viaduct must not be allowed and confined to where it does not encourage extra traffic through the centre of the town."*

*"I consider that the housing estate north of the viaduct is a foolish development and will cause considerable congestion along Hereford and Bromyard roads. Access to this area will be very important and hence the road under the viaduct will be essential."*

*"Land to N of Hereford Rd and to south of viaduct both sides of the river so there is no building on this land adjacent to the viaduct on the S side and the view could be enhanced at some time. The viaduct is a key historical feature of Ledbury and the view of it should be enhanced."*

- Protecting green space (41 comments), which included suggestions around Ledbury Park, Riverside Walk/Park, protecting Dog Wood, having green space for community groups to use.

*"All existing green spaces in Ledbury should be protected including agriculture land beyond town to prevent additional housing growth."*

*"Inclusion of land to the west of the Riverwalk as additional greenspace managed as wildflower meadow and land to the south of developments east of Damocles Road (don't know if there is a road called Damocles but if that is what they said..or do they mean Dymock Road?) as amenity space managed as a mix of wildflower meadow and copses of trees. The increase in greenspace is required to ensure adequate access to greenspace for enlarged population of Ledbury and to help blend new developments into the landscape to maintain quality of character of Ledbury."*

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*"No. It is important to retain rural spaces to allow wildlife to flourish and improve our opportunity to walk into it to escape some of the traffic noise and fumes."*

*"Any green space that could be allocated for use by local community groups (e.g. Scouts, guides Cadets) for outdoor activities."*

- There was some concern about the current level of infrastructure of the Town (23 comments). Comments were made about the medical facilities, schools, roads and recreation facilities already strained; additional development would therefore increase this pressure. A need for houses for first time buyers was also mentioned.

*"DO NOT build a single house more until the town infrastructure is sorted out such as Doctors, Dentist and Schools. These are already under too much pressure."*

*"Provision of adequate health care capacity & recreation for older children"*

*"Schooling and Medical facilities for existing approved developments should be included within the boundary"*

*"Ledbury should remain a market town with future development made affordable for local people"*

- Industrial and commercial development also received a number of comments (25) where residents suggested areas where they would be happy to see further development and also where they were less keen.
  - o Protecting existing industrial units: specific ones mentioned were the Old Wharf Industrial Estate, the Pugh's site, the old Countrywide/cheese factory site.
  - o There was more opposition to developing around the UBL site, with concerns about the impact on the current green space and the impact of more transport on the current road network and how that is used by walkers/cyclists.

*"Extend boundary to protect old wharf industrial estate to maintain it as industrial for the future"*

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*"Old Wharf Industrial Estate. Important industrial and retail site which would benefit from substantial improvement. Has potential for major 'out of town centre' retail and industrial focus."*

*"The indicative employment land behind UBL risks greatly degrading Little Marcie lane which is extensively used by residents. It is used by walkers linking the local footpaths, by joggers running up and down it, and by cyclists. There is already a traffic load using it including, of course, the fruit farm lorries. Suggesting adding more traffic to it by establishment of an employment hub there is misguided. it would be better to use the Old Wharf industrial estate locus which has very limited recreational value, gives better access to the bypass and Ross roads."*

- There were also about 14 comments made about improved access to the railway station, both in terms of getting to the train station by car and also access to the Eastbound platform as a passenger.

*"If a possible access to the rail station north of the rail line is serious, should this be shown within the boundary? Access roads to the station should also be shown on the plan as the present road to Brom yard under the bridge is totally inadequate."*

*"The possible access to the railway station should become a key component of any plan along with additional car parking"*

*"Include within the settlement boundary the additional land proposed for the development of an east-bound railway platform access, carparking and employment development. I believe it is necessary to define this extension within the boundary in order to prevent future ad-hoc development. Also include the option to provide for road access to the A449 to Malvern to the East of the railway, to relieve traffic congestion on the town centre and Knapp Lane."*

*"Whee/chair/pushchair access to the platform at the station can be via a ramped bridge located next to the signal box and replacing little used sidings."*

To see a full list of comments, see Appendix 2. Free text comments.

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It is very important for the young people of Ledbury to have adequate recreation and employment.

Poor facilities/ employment opportunities will cause young people to leave Ledbury (and Herefordshire as a whole).

## 2. Employment and Recreation

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

	No	%
Strongly agree	407	50%
Agree	296	36%
No opinion	65	8%
Disagree	27	3%
Strongly disagree	21	3%
	<b>Answered</b>	<b>816</b>
	<b>Skipped</b>	<b>26</b>

There was strong support for providing land to expand provision for sport being a high priority for this update. 50% of those responding 'Strongly agreed' with a further 36% who 'Agreed', showing 86% of respondents with a view of this question both 'Agree' and 'Strongly agree'.

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Young people also Strongly agree (14 out of 16, 2 responded 'Agree')

**Question 2b: To get support from Sport England, any new football facility needs to be combined to provide for both adult and junior football so they can benefit from shared facilities. Do you agree that this should be on the indicated site off Little Marcie Road? (See Figure 3) (Please tick one answer).**

	No	%
Agree	639	79%
No opinion	135	17%
Disagree	39	5%
	<b>Answered</b>	<b>813</b>
	<b>Skipped</b>	<b>29</b>

The majority, over three quarters of respondents 'Agree' that any new adult and junior shared football facility should be on the indicated site off Little Marcie Road.

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Young people also Agree (12 out of 16, the remaining 4 had no opinion).

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

There were 232 comments with 22 stating no/none/no more needed.

The remaining 210 comments were for a range of recreational and leisure facilities as well as 23 comments in response to the football facility and site asked about in Question 2b.

There was felt to be a general need for more open space, more diversity of sports to be considered and the importance of space to walk and cycle. There needed to be facilities for children, young people and the elderly and the space needed to be accessible for the elderly, disabled people and those with push chairs. Accessibility was mentioned in terms physical access, but also in terms of an accessible location, so that children and young people could use it safely by themselves without having to be taken by car or walked by a parent.

Within the diversity of sport, most commonly mentioned were:

- o Football
- o Rugby
- o Hockey
- o Tennis (Both in terms of Ledbury Tennis Club but also free publicly available courts)
- o Netball
- o Basketball
- o Indoor sports in general
- o Outdoor/field sports in general.
- o Swimming
- o Skateboarding
- o All weather Astroturf pitch

The largest number of comments (32) were specifically for **cycling facilities** either for better cycle lanes on roads, mountain bike trails through the woods, cycling tracks in

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general or a specific bike track such as a pump track (a looped sequence of rollers and berms (swoopy, banked turns) for bike riders).

*"A park that is not solely a children's playground and a field with a rather messy track at the edge. Designed for use by all ages with seating, flowerbeds, cycle-Janes that don't clash with pedestrians, perhaps a small cafe."*

*"There also should be greater provision for cycling tracks/routes"*

*"Illegal/guerrilla mountain biking has become a problem - partic. since Coronavirus Jockdowns and partic.in Frith Wood. There therefore appears to be a strong demand for bona fide provision for this activity."*

*"Little Marcie Road is used by pedestrians and cyclists for recreation, being the only relatively quiet road west out of Ledbury. Until I was unable to, I used it with my mobility scooter."*

*"No reason why a cycle path/track around the boundary of the rugby pitch site could not be used for cycling if this is needed? It would be safer for young people too. A cafe there would be good too."*

*"Pump track {I.e. like Evesham}"*

*"Trail biking particularly for our younger residents"*

There was also a lot of support for a running track, opportunity for athletics and a few requests for a Park Run.

*"A running track, preferably a/I-weather"*

*"A suitable, safe area for a Park Run would be great"*

*"Athletic track - around one of secondary rugby pitches as a possibility"*

*"The town is desperate for a running track. We have a running club within the town and also we are close to other running clubs. Many people are running on and off road and this can be difficult during the winter months. A proper running track facility could be used by the schools, running clubs and private individuals."*

There was support for open space in general for walking, picnicking and free play more suitably aimed at families (21 comments). Equally there was a call for space such as a community garden or walled garden (11 comments) that was quieter, had more

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seating, flower/sensory beds that would be more suited for a peaceful outdoor experience. A separate dog park/area where dogs could be let off the lead safely was mentioned by some (6 comments).

Open space for nature, fauna and flora, was called for, also the addition of a lake.

Options for the lake included (in order of preference):

- o Outdoor swimming
- o Boating
- o Simply for walking round and sitting next to
- o Fishing
- o Water sports

Other requests for recreation and leisure opportunities include:

- o Archery (6 comments)
- o Allotments (6 comments)
- o Education classes/learning new skills (4 comments)
- o Making better use of a canal path/basin/marina (4 comments)
- o Other youth groups such as Scouts, Guides, Cadets (4 comments)
- o Opportunity for more community use of facilities at John Masefield High School

There were 30 comments made in relation to the football facilities on the site accessed from Little Marcie Road. Some of these included: queries about the viability of using this site; questions around ownership of land; getting agreement from land owner and what money would be used to buy it; suitability of access off Little Marcie Road; and whether this could all be combined on the current Rugby pitches as they are.

*'The Rugby club has plenty of fields and land. Why can we not get the club to work with Ledbury Football club and Swifts and provide sufficient support for all. I believe, having seen the level of utilisation of the fields for the Rugby club there is sufficient space for this and it would make each club more economically viable. More parking space may be needed but this could be added to by using a little (I.e. very small amount!) of the land proposed for the new fields.'*

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*"Where would the access to the new site be? That part of Much Marcie Road is not suitable for walking or cycling. The road is narrow, there is poor visibility only a few places for cars to pass and lorries from Haygrove - so definitely not suitable or safe in its current state, please consider the safety of children getting to the site, the state of the road and the absence of any street lighting. Also, this would limit the opportunity for UBL to expand if they wanted to."*

*"For this land to be allocated for sport, written confirmation from the landowner, agreeing to the a/location, is required. Who will purchase the land? {S106 monies cannot be used for land purchase, only development of site)"*

*"One wonders at the deliverability and sustainability of this proposal. Part of the land was previously used by LRFC and Swifts but the farmer wanted it back! Is the landowner happy to sell and at what rates? The access would have to be off the Ross Road through the now privately owned Rugby Club I presume? I hope they are happy about that particularly as a member's bar (or equivalent) would be required in any accommodation to make it financial viable. Access from Little Marcie Road is "unlikely". Sports land was fully explored in the previous plan and deliverability was always an issue so something must have changed I I am afraid, I don't believe it. What about sports such as netball, hockey and athletics. If general developer contributions are to be used, it needs to have wider scope than football."*



New Astra turf which could be used for hockey as well as football

To see a **full** list of comments, see Appendix 2. Free text comments.

**Question 2d: Given that Ledbury is required by the Core Strategy to provide 12 hectares (approx. 30 acres) of new employment land to the south of Little Marcie Road, would you agree that:**

**i) More than one site should be considered to meet this requirement? (Please tick one answer choice.)**

	No	%	Young People
Strongly agree	160	20%	7
Agree	412	52%	5
No opinion	107	13%	4
Disagree	81	10%	
Strongly disagree	37	5%	
	<b>Answered</b>	<b>797</b>	<b>16</b>
	<b>Skipped</b>	<b>45</b>	

There was agreement that more than one site should be considered to meet the requirement of 12 hectares (approx. 30 acres) of new employment land to the south of Little Marcie Road. Over half respondents 'Agreed' with a further 20 per cent who 'Strongly agreed'.

**ii) Land by the Full Pitcher roundabout and adjacent to the new housing development (Hawk Rise) should be considered for employment restricted to uses suitable near to a residential area? (Please tick one answer choice.)**

	No	%
Strongly agree	210	26%
Agree	395	49%
No opinion	67	8%
Disagree	85	10%
Strongly disagree	53	7%
	<b>Answered</b>	<b>810</b>
	<b>Skipped</b>	<b>32</b>

There was 'Agreement' that the Land by the Full Pitcher roundabout and adjacent to the new housing development (Hawk Rise) should be considered for employment restricted to uses suitable near to a residential area. There was 'Agreement' both agree and strongly agree from three quarters of respondents.

Young people also Strongly agree (15 out of 16, 1 responded 'Agree')

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iii) **Smaller areas elsewhere on the edge of the town should be identified to accommodate new or expanded businesses?** (Please tick one answer choice.)

	No	%
Strongly agree	118	15%
Agree	378	47%
No opinion	138	17%
Disagree	114	14%
Strongly disagree	56	7%
	<b>Answered</b>	<b>804</b>
	<b>Skipped</b>	<b>38</b>

The majority of respondents 'Agreed' that smaller areas elsewhere on the edge of the town should be identified to accommodate new or expanded businesses. However, this view is not as strong as those expressed in previous questions, with over a fifth of respondents (21 per cent) who disagreed.

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Young people also Strongly agree (15 out of 16, 1 responded 'Agree')

### 3. Land North of the Viaduct and Railway Line

**Question 3a: Should the option to create a vehicular access off the Hereford Road to the viaduct housing development be preserved for the future?** (Please tick one answer choice.)

	No	%	Young People
Strongly agree	443	55%	2
Agree	208	26%	4
No opinion	49	6%	9
Disagree	47	6%	1
Strongly disagree	60	7%	
	<b>Answered</b>	<b>807</b>	
	<b>Skipped</b>	<b>35</b>	

There was strong support from respondents that the option to create vehicular access off the Hereford Road to the viaduct housing development be preserved for the future, with over half of respondents 'Strongly Agreeing' and a further quarter who 'Agreed'.

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Young people did not have a strong view with the majority (9) who had no opinion at all.

**Question 3b: Do you support the provision of ground level eastbound platform access, improved platform services and additional car parking at the railway station?** (Please tick one answer choice.)

	No	%	Young People
Strongly agree	448	55%	2
Agree	269	33%	7
No opinion	48	6%	6
Disagree	18	2%	1
Strongly disagree	34	4%	
	<b>Answered</b>	<b>817</b>	
	<b>Skipped</b>	<b>25</b>	

Again there was strong support from respondents with 55% 'Strongly Agreeing' with the provision of ground level eastbound platform access, improved platform services and additional car parking at the railway station. A further third also 'Agreed'.

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Slightly more young people agreed (9 young people) (both 'Strongly agree' and 'Agree') than those who had no opinion (6 young people). Comments were: *It would make the railway station easier to access and nicer to use.*

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Respondents were asked for any other comments. There were 223 comments received, 131 from those who strongly agreed in Question 3b, 52 from those who agreed, 15 from those who had no opinion, five from those who disagreed, 16 from those who strongly disagreed and two comments from respondents who did not answer Question 3b.

The largest single point was that disabled access to both platforms was absolutely needed. (71 comments). There were differing views about how this would be best achieved.

There were 42 written comments that opposed the proposed access to the north of the station "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.". Primarily the concern was that additional access onto the Bromyard Road would exacerbate traffic congestion that is already present and felt likely to get worse following the proposed housing development in that location.

Additional concerns were expressed about there being a loss to the green space/orchard on the site proposed (13 comments) and would have a negative impact on the footpath/access to Frith Woods (6 comments).

It was felt that alternative arrangements could be made for better disabled access, such as lifts by the footbridge (most favoured option by 27 respondents), or provision of disabled ramps and steps to pedestrian bridge over the tracks, or re-instatement of barrow crossing with access over tracks controlled by signalman.

There was differing views shared about the need for additional parking. 35 requested more parking whilst 7 felt it was not required. However, there were a number of comments suggesting that the existing car parks were not always busy and that cars consistently park on nearby residential streets (17 comments), likely trying to avoid current high car parking charges (21 comments).

Respondents suggested additional parking could be sited elsewhere such as the existing parking on the industrial site with current businesses relocating to alternative employment sites, or that parking at the 'Smiths Coaches' site be explored.

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There was support for improved access for walkers and cyclists accessing the station (16 comments), reducing the need for parking and the impact on traffic congestion, and further joining up and improvement of public transport (6 comments).

The Bloor-~~I=4~~•Homes development is clearly a contentious issue with concerns expressed around the impact of having only one access point to the development with that being on the Bromyard Road by the existing busy junction by the station (26 respondents). Several respondents simply said they did not want this development or any more development (17 comments), whereas 23 respondents specifically mentioned having additional vehicular access off the Hereford Road would be positive in addressing some of the traffic congestion issues around the station junction. However, again there were opposing views questioning the suitability of the structure (and the value of the historic image) of the viaduct to accommodate vehicular access under it (12 respondents).

The comments below highlight the difficulty of interpreting the results of Question 3b, as there is general support for improved accessibility ~~ffif~~ to the platform, but concerns about the land being made available north of the station with access off the Bromyard Road.

Respondent answered Strongly agree and Agree to Q3b.

*"do not agree to a car park north of the railway line owing to rise of the land and difficult junction right by the railway bridge. Lifts either side of the railway footbridge would be the best option. Consideration could be given to pedestrian/cycle access to the eastbound platform from north of the railway bridge, but the gradient is likely to be too steep."*

*"find it difficult to see how you would gain level access to the eastbound platform. Would the provision of a lift not be a better and easier solution?"*

Respondents who answered Agree to Q3b.

*"agree that there needs to be disabled access to the eastbound platform but this should be via some kind of lift and bridge."*

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*"Parking as shown/ to the north/ would be likely to have significant adverse landscape impacts. Site opposite (Smith coaches depot) is well located to provide parking with safe access following junction improvements to be delivered by the Bloor scheme.I/  
"The Brom yard road should not be an access point for vehicles to the station given the already high levels of congestion at peak times.I/  
"Understand the demand for an upgrade of the station but it would be preferable to expand on the current side and have a lift on the bridge for accessibility.I/  
"You could put a RADAR access lift over the line. The orchard land is too steep for access. You need to discourage car use.I/*

Respondents who answered No opinion to Q3b.

*"I disagree with employment land and car parking to the N of the station. This could be provided in the Bromyard Rd Industrial Estate land with access to the platform via a lift up to track level"  
"I strongly support ground level access to the eastbound platform/ however do not support increased parking and improved platform services if these are linked to the destruction of green space/agricultural land at the spot with the red star.I/*

Respondents who answered Disagree to Q3b.

*"The Viaduct land access should be off the Leadon Way Bypass roundabout. Under the Viaduct. Costs should be borne by Highways England/ the residential developers.  
Extension of the train station access to the East will encourage future growth to the North of the town and compromise the proposed settlement boundary. A platform ramp solution would be cheaper and just as accessible.I/  
"A lift would be much cheaper/ simpler solution//*

Respondents who answered Strongly disagree to Q3b.

*"The area around the railway bridge and the Brom yard Road junction is already a traffic nightmare and the reason why I strongly oppose the viaduct development without an access off the roundabout. As was seen with the recent traffic lights for work outside the former car wash it is unlikely that traffic controls on this junction will improve the situation at all. I oppose the idea of this additional station access purely on traffic and road safety issues. As it happens the current station car park is currently*

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*almost empty - ever since car park charges were introduced. Disabled access to the eastbound platform needs to be provided some other way - e.g. add ramps to footbridge or provide lifts. This is the responsibility of the railway authority."*  
*"It would mean the removal of a beautiful orchard. A bridge with lifts would be preferable and Smith's Coaches could be used for additional car parking"*

To see a full list of comments, see Appendix 2. Free text comments.

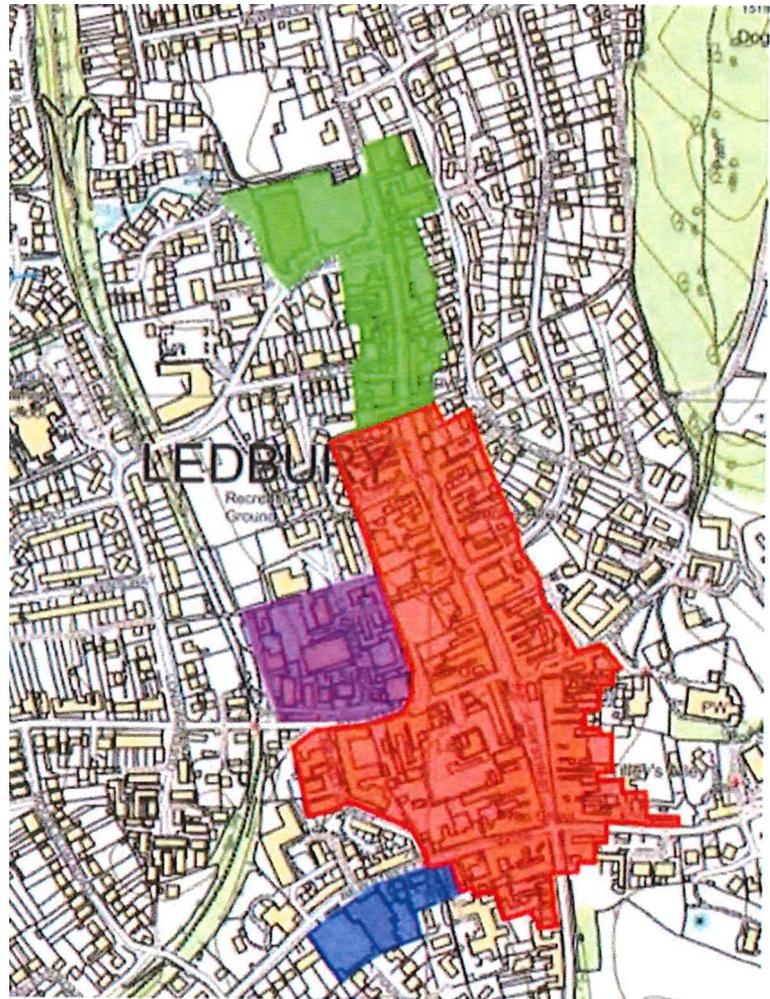
## 4. Supporting the Town Centre

Question 4a: Which areas do you think should be added to the currently defined town centre (shown in red on map Figure 4 in the leaflet). {Please tick your selection(s) and add any suggestions you may have about areas to be added in the box}

Looking at single choices, the most selected choice was having:

1. Red Plus Purple,
2. Red plus Blue
3. Red plus Green.

### TOWN CENTRE OPTIONS



**Figure 4: Possible Town Centre definition options**  
**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

Red+ Purple (Lawnside)	423
Red+ Blue (Co-op and top of New Street)	386
Red+ Green (Tesco and the Homend)	309
Red (town centre)	106
Total responses	795

Given respondents could select multiple choices,

the most favoured response was to have all the colours, Red plus Blue, Green and Purple.

Second most favoured option was to have just Red and Purple.

Next choice was to have Only Red.

Red+ Blue+ Green+ Purple	189
Red+ Purple	160
Only Red	106
Red+ Blue	79
Red+ Blue+ Purple	60
Red+ Blue + Green	58
Red+ Green	50
Red+ Green+ Purple	14
No opinion	79
Total responses	795

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In conclusion, given there were 106 respondents out of 795 who wanted to keep the Town Centre as it was defined in the Unitary Development Plan (only Red option), there is a wish from **the majority of** respondents to extend the Town Centre definition. Results are inconclusive, **however**, as to where it should be extended to, as there was support for each of the areas Purple, Blue and Green.

There were 90 additional comments.

13 comments were received from those who had ticked only Red; these primarily expressed views about keeping the town centre the same as it is currently.

*"The current red area is still fit for purpose and has a healthy business diversity which will last well into the future."*

*"The current red area is dying and shops are empty. Work on filling what we have with quality shops that enable vibrancy for locals and tourists before considering expansion. Currently shops away from the high street really struggle so get the plan and the marketing of what we have sorted before doing more"*

*"I like the fact that housing is in between the shopping areas, doesn't need to be expanded"*

Lack of, particularly free, car parking was raised as concerns across responses that ticked various coloured areas.

Concerns were raised about whether Lawnside or all of Lawnside should be included.

*"Only part of Lawnside should be included: the area immediately near Queens Walk should be kept clear."*

*"I am ambivalent about adding Lawnside to the town centre. It has an atmosphere all of its own which isn't quite "town centre""*

In general, there was also a request to keep Ledbury unique and attractive. (6 comments)

There were requests also for more medical facilities. (6 comments)

To see a full list of comments, see Appendix 2. Free text comments.

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12 young people said plus Blue, 1 said plus Green and 2 said plus Purple. Slightly different perspective to adults, whose favoured option was plus Purple. Comments: *We need to expand to allow new retailers and small businesses to be accommodated but don't spread out too much, so the high street loses its focus and footfall.*

**Question 4b: Given the changes in retail type definitions, do you agree that, in planning terms, there should be no differentiation between primary and secondary shop frontages and that shops, restaurants, cafes, drinking establishments, financial and professional services, and hot food takeaways should be allowed within this combined frontage? (See Figure 5) (Please tick one answer choice).**

	No.	%
Strongly agree	150	19%
Agree	455	57%
No opinion	102	13%
Disagree	56	7%
Strongly disagree	34	4%
	<b>Answered</b>	<b>242</b>
	<b>Skipped</b>	<b>18</b>

Overall there was agreement (78%) that, in planning terms, there should be no differentiation between primary and secondary shop frontages and that shops, restaurants, cafes, drinking establishments, financial and professional services, and hot food takeaways should be allowed within this combined frontage.

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Young people also agreed with 14 who 'Strongly Agreed', 1 who 'Agreed' and another 1 had 'No opinion'.

**Question 4c: Should we propose a co-ordinated approach to the regeneration of Lawnside and Market Street to benefit the town centre, its conservation area and community services? (Please tick one answer).**

	No.	%
Strongly agree	282	35%
Agree	391	49%
No opinion	69	9%
Disagree	39	5%
Strongly disagree	17	2%
	<b>Answered</b>	<b>798</b>
	<b>Skipped</b>	<b>44</b>

There was agreement, 84% who wanted a co-ordinated approach to the regeneration of Lawnside and Market Street to benefit the town centre, its conservation area and community services

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Young people also agreed. 13 'Strongly Agree', 2 'Agree' and 1 'No opinion'.

**Question 4d: Should the NOP promote the retention of health facilities in the town centre if it is at all possible? (Please tick one answer choice).**

	No.	%
Strongly agree	480	60%
Agree	221	28%
No opinion	35	4%
Disagree	51	6%
Strongly disagree	12	2%
	<b>Answered</b>	<b>799</b>
	<b>Skipped</b>	<b>43</b>

There was strong support for the NDP to promote the retention of health facilities in the town centre, with 60% of respondents answering 'Strongly agree', and a further 28% answering 'Agree'.

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Young people also strongly agreed. 15 'Strongly Agree', and 1 'Agree'.

## 5. Green Infrastructure

Question Sa: Do you agree with the following proposals:

i) That the new and extended corridors and enhancement zones identified in Figure 7 should be added to the existing green infrastructure identified in the Herefordshire Green Infrastructure Report (Figure 6) (Please tick one answer choice).

	No.	%
Strongly agree	454	58%
Agree	252	32%
No opinion	49	6%
Disagree	12	2%
Strongly disagree	16	2%
	<b>Answered</b>	<b>783</b>
	<b>Skipped</b>	<b>59</b>

There was strong support from respondents {90%} with 58% 'Strongly agreeing' that the new and extended corridors and enhancement zones identified in Figure 7 should be added to the existing green infrastructure identified in the Herefordshire Green Infrastructure Report. A further third {32%} also 'Agreed'.

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Young people also strongly agreed. 14 'Strongly Agree', 1 'Agree' and 1 'No opinion'.

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

	No.	%
Strongly agree	530	67%
Agree	205	26%
No opinion	39	5%
Disagree	3	0%
Strongly disagree	9	1%
	<b>Answered</b>	<b>786</b>
	<b>Skipped</b>	<b>56</b>

There was even stronger support from respondents {93%} with 67% 'Strongly agreeing' that within those areas green infrastructure should be protected, enhanced and extended where possible A further third (26%) also 'Agreed'.

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Young people also strongly agreed. 14 'Strongly Agree', 1 'Agree' and 1 'No opinion'.

**Question Sb: 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 and write suggestions in the box below).**

	No	%
Strongly agree	585	74%
Agree	175	22%
No opinion	21	3%
Disagree	5	1%
Strongly disagree	1	0%
	<b>Answered</b>	<b>787</b>
	<b>Skipped</b>	<b>55</b>

There was strong support from respondents with nearly three quarters (74%) 'Strongly agreeing' 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, whilst a further 22% also 'Agreeing'.



Young people also strongly agreed. 13 'Strongly Agree' and 3 'Agree'.

There were 133 additional comments from adult respondents.

The largest number of comments (36 comments) were to keep whatever green space that was there already or that could be created, and to better maintain-that the green space that is currently there; the paths on the Riverside Walk were specifically mentioned.

*"Maintenance and management of all green space must be seen to respect and support natural biodiversity as part of the protection."*

*"Green spaces will require maintenance commitment e.g. stiles/fencing/path renewal/grass cutting - all currently neglected."*

*"Look after the existing spaces. On the Town Trail where it goes under Woodleigh Road put the drainage right. The ditch needs clearing out for its whole length and the drain under the path from left to right sorted, all to prevent flooding in winter."*

*"The town trail has been invaluable during the recent lockdown however it is very tired and needs maintenance. By the Leadqn the steps have been broken for months and it's dangerous."*

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The next highest proportion of comments (24 comments) were about Ledbury Park

*"Ledbury Park does not seem to have been afforded any protection and looks potentially vulnerable."*

*"Ledbury Park needs protecting as a green space and if possible, opened to the public."*

*"You have not proposed to protect Ledbury Park as green space. It sits within the Conservation Area and you haven't proposed to include the Park as protected space within the settlement boundary either."*

There were also several comments (10 comments) about land underneath, around and to the north of the viaduct **needingee**--to stay green space, especially to accommodate the flooding that happens there.

*"Poss. below viaduct it's a wet area so much more suited to green space than houses."*

*"Areas north of viaduct and off Bosbury Road"*

*"By the viaduct and Hereford Road"*

*"Suggest joining the extended LedLEZ1 with extended LSC3 to allow and support linking the new community in the viaduct development to recreational amenities."*

*'The area north of the railway line/station, and land below Frith Wood, however this does contradict the proposal to create additional parking and disabled access to Ledbury Station.'*

*"Protect the fields immediately north of the station where people go sledging in winter and where you want to build a car park for the train station."*

*'The area north of the railway line incorporates a public footpath (L19) to Frith Wood. Preserving this area contradicts any proposal for vehicular access to the station eastbound platform, level access to which would better be provided with lifts'*

There were a number of other areas listed by a few individuals. To see a full list of comments, see Appendix 2. Free text comments.

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

	No	%
Strongly agree	403	52%
Agree	274	35%
No opinion	83	11%
Disagree	16	2%
Strongly disagree	4	1%
	<b>Answered</b>	<b>780</b>
	<b>Skipped</b>	<b>62</b>

Over half of respondents 'Strongly agreed' that allotments and/or community gardens should be encouraged, a further 35% agreed.

**0** Young people also agreed, with 11 who 'Strongly agree' and 5 who 'Agree'. Comment: *Yes because they could encourage organic growing, reduce carbon footprint and are a valuable recreation/ enjoyment to people particularly elderly.*

There were 157 additional comments.

There was support for allotments with 48 responses requesting them; a further 23 requested community gardens.

A key point that was raised about allotments particularly was the need to have them in the central location within easy walking distance (21 comments).

There was also a lot of support for the triangle of land on the Full Pitcher roundabout to be used for this type of development (18 comments).

Some of the other themes coming through were views that new developments should all have space for allotments/community gardens (8 comments), and that improvements and protection is needed on all the current green space in Ledbury (14 comments)

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Other areas suggested including (in order of most comments received):

Location	No. of comments
Ledbury Park	8
Hawk rise	8
Little Marcie Road	7
Land off Dymock road	6
Off Gloucester Road	6
Deer Park	5
Proposed platform development	5
Off Bromyard Road	5
Football ground	5
Within school	4
Walled garden	4
New Mills	4
Off Hereford Road/ Hereford roundabout	4

To see a full list of comments, see Appendix 2. Free text comments.

**Question Sd: Can you suggest footpaths, cycleways or other connections that could be improved or created to benefit residents and give access to green space and wildlife?** (Please write your comments in the box below).

There were 274 comments.

The largest number of comments (135 comments) were about the state of repair of the current footpaths and cycleways, and a need to improve them. Specific comments were about:

- All footpaths needing improvements (37 comments)
- The Town Trail (20)
- All cycleways needing improvements (17)
- Riverside walk (10)

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The next largest theme for comments were around where to have safer footpaths (87 comments). There were quite a wide variety of locations where safer footpaths were requested, the more commonly cited ones were:

- North of Ledbury to Wellington Heath (10 comments)
- Up Knapp Lane to provide a safe walking route to Frith Wood and Dog Wood (9)
- Pavement both sides of the roads by the bypass (7)
- Passage between Ledbury and the parishes 3 -4 miles out towards Hereford (5)
- Access on the west side of town to Wall Hills (4)
- Completing the Town Trail - i.e. Little Marcie roundabout to Homebase roundabout (4)
- Parkway into town along the A417 (4)
- Pedestrian access to the former Countrywide site (4)

There were 54 comments specifically about having safe cycleways, although the largest common response was to have safer cycleways on every route.

- All routes (12 comments)
- Passage between Ledbury and the parishes 3 -4 miles out towards Hereford (8)
- Along the river (3)
- New developments to the town centre (3)

Improved accessibility of the footpaths/walks within Ledbury were mentioned by 36 responses. Specific areas were:

- Improving bridges such as Line Bank, near the Primary School and access to the Railway Station (6 comments). Needs were to include wider bridges.
- The Town Trail (6) ideally needed to be **?off road or have priority over vehicular access? (sorry I don't understand what this means - from the comments I've read there's demand for the surfaces to be improved so that mobility scooters, electric bikes and pushchairs can use it but motorised vehicles should not use it - Nicola)** smoother and wider paths
- All footpaths (5) Needs were to keep hedges trimmed back, no potholes/broken slabs, and all weather paths.
- Pavements in the Town Centre (5) need to be smoother for wheelchairs, mobility scooters and prams.

- 
- Changing of stiles to gates to improve access (6) all stiles generally but specifically mentioned were on the footpath from Bromyard Road to Frith woods and by Haygrove and fishing ponds.

There were 28 comments about where footpaths could be linked. However, the majority of these, 16 comments, were about the new developments being linked with the Town Centre, schools and open green spaces by footpaths and cycleways.

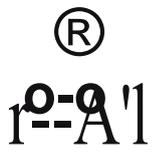
There were views from 14 respondents that Ledbury had sufficient footpaths and cycleways already in place, especially if the current ones were maintained to a high standard.

There were 12 requests for new crossings, four of these were for a crossing over the bypass, and three were for access to the station from the Ledbury Trail.

Better signage was mentioned in 10 responses, with 6 of these specifying all footpaths needed better signage.

Regeneration of the canal and attached footpaths/cycleways was mentioned by 10 respondents.

To see a full list of comments, see Appendix 2. Free text comments.

 Young people's comment: *Generally having cycle paths in as many places as possible will cut down on need for small journeys by cars/ encourage a healthy activity and make it safer/ encourage young people to cycle more. Between the schools/ any leisure & recreation facilities and housing would be the most beneficial.*

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**Question Se: Do you think more or improved children's play areas are needed and if so, where?** (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.)

There were 286 comments.

68 of these explicitly said Yes, 36 said No and 21 had no view.

Those who responded No, mainly either felt that Ledbury was well served already with play parks and open space, or that if the current play areas are well maintained they would be used more.

There were 54 comments made about the current sites for play needing to be maintained or repaired or the equipment in it updated.

There were 50 comments made about what age range they should be for:

- Young children (14 comments)
- Older children (16)
- Teenagers (17)
- 18+ and Adults (3)

There were 103 comments about what type of play equipment/space is needed; play park (36 comments) and having open space to allow for adventure activity/creative play (18) were the two most commonly mentioned.

Others include:

- Ball games (7 comments)
- Skateboarding area (6)
- Meeting space, mostly in relation to teenagers (5)
- More youth clubs/ alternative activities available (5)

There were 159 comments about where play areas should be. Overwhelmingly there was a strong view that all new housing developments should provide a play area for the new residents (53 comments), with many feeling that this should be part of the planning application process and agreement.

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The recreation ground, or the rec, received 31 comments which highlighted mixed views. There was support to expand this play area, maintain it and update it. However, there were also several that expressed their concerns about the anti-social behaviour exhibited in these areas such as vandalism, alcohol and drug use (8 comments specifically about the rec, 25 comments in total showing concern about playgrounds attracting anti-social behaviour)

Other areas where respondents would like to see play areas include:

- All housing estates (10 comments)
- DeerPark(10)
- Hereford Road, near Saxon Way (6)
- Full Pitcher oval/old cricket ground (5)
- Generally in the South of Ledbury (5)
- End of the railway line (access from Victoria Road/Orchard Road) (4)

To see a full list of comments, see Appendix 2. Free text comments.

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Young people's comments:

*Yes because the more active young people can be the better.*

*Need both play equipment for the younger, open spaces for all for running around, football etc.*

*Also having a bike course with obstacles, bump etc would be great*

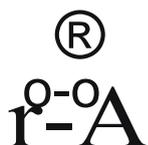
*Need better AstroTurf for all- year round use.*

## 6. Design and the Environment

**Question Ga: Do you agree that that the NOP should include policies covering as wide a range of design matters as possible?** (Please tick one answer choice).

	No	%
Strongly agree	296	38%
Agree	347	45%
No opinion	90	12%
Disagree	31	4%
Strongly disagree	6	1%
	<b>Answered</b>	<b>770</b>
	<b>Skipped</b>	<b>72</b>

There was agreement (83%) from respondents that the NDP should include policies covering as wide a range of design matters as possible, with 38% who 'Strongly agreed' and 45% who 'Agreed'.

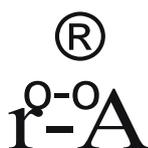


Young people also agreed. 13 'Strongly Agree', 2 'Agree' and 1 'No opinion'.

**Question 6b: Do you agree that the NOP should include policies to support sustainable development to mitigate the climate and ecological emergency?** (Please tick one answer choice).

	No	%
Strongly agree	436	56%
Agree	248	32%
No opinion	66	9%
Disagree	15	2%
Strongly disagree	9	1%
	<b>Answered</b>	<b>774</b>
	<b>Skipped</b>	<b>68</b>

There was strong agreement (88%), over half of the respondents (56%) that the NDP should include policies to support sustainable development to mitigate the climate and ecological emergency, a further third 'Agreed'.



Young people also agreed. 12 'Strongly Agree', 3 'Agree' and 1 'No opinion'.

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## 7. Other Matters

**Question 7a: 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 comment in the box below).

There were 290 comments, which were made about a wide range of issues and wishes about Ledbury Parish. The largest single category of comments was about the need for additional and better medical facilities, GPs, dentists, hospitals (61 comments). These views were made in relation to the current waiting times to access them, as well as the additional pressure they would be under with further housing development.

There were similar views about other infrastructure in Ledbury that would be put under pressure resulting from additional housing development, specifically schools and nurseries (38 comments), sewage provision and the waste/recycling site (10 comments).

Traffic was also a concern, both as a result of additional housing development and from current traffic levels (24 comments).

Parking was mentioned in 35 comments with respondents highlighting the challenges of parking within Ledbury, the cost of parking, lack of availability, the impact of on-road parking, residents parking and parking requirements for existing and potential new health facilities.

There were 25 comments which specifically mention opposition and disappointment surrounding the Bloor-~~II~~Homes/viaduct development. There were concerns that residents' views had not been taken into consideration and disappointment surrounding the appeals process. As part of this were concerns about the access to the development, impact on flooding on the site and the surrounding area, and the impact it might have on traffic on the Bromyard Road. There were also queries as to whether this would fulfil the housing requirement for the rest of the NDP plan timescale.

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Understandably, this issue has also led to some reservations on the impact this consultation may or may not have (21 comments), how much weight will be given to public opinion and how accessible this consultation was. In contrast, there were some very positive comments about the current NDP process and consultation.

There were 20 comments supporting new building and developments to be more sustainable in the first instance, as opposed to retrofitting. New builds to have access to sustainable energy, such as solar panels, ground/air-heat pumps, rainwater harvesting and options to plug in electric vehicles.

A further 14 comments were encouraging re-wilding or biodiversity in and around Ledbury and green space, particularly to help sustain the natural environment.

Better pedestrian and disabled access into and around Ledbury was requested by 17 respondents.

Maintaining the unique character of Ledbury, especially the look of the Town Centre shops was mentioned by 14 respondents. The majority of these were wanting to keep Ledbury attractive for residents as well as tourists.

To see a full list of comments, see Appendix 2. Free text comments.

**Question 7b: Please write your postcode in the box below.** (This does not identify any individual, but is simply to help us analyse the degree of response by post code and if they are relatively equally spread across all Ledbury parish post codes).

There were 761 respondents who provided at least a partial postcode.

3-digit postcode	Number of responses
HR1	1
HR8	759
WR13	1
<b>Grand Total</b>	<b>761</b>

Responses were received from a range of locations within the Ledbury Parish.

5-digit postcode	Number of responses
HR8	5
HR81A	49
HR81B	47
HR81D	25
HR81E	10
HR81H	7
HR81J	27
HR81L	23
HR81N	22
HR81P	23
HR81Q	8
HR81R	7
HR81S	17
HR8 2A	19
HR8 28	17
HR8 2D	40
HR8 2E	65
HR8 2F	51
HR8 2G	26
HR8 2H	48
HR8 2J	24
HR8 2L	23
Hr8 2N	11
HR8 2P	24
HR82Q	22
HR8 2R	7
HR8 2S	14
Hr8 2T	10
HR8 2U	14
HR8 2X	68
Other (postcodes where there were less than 5 responses)	8
<b>Grand Total</b>	<b>761</b>

End of main report

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Appendix 1a: Copy of the Issues and Options Leaflet

Appendix 1b: Copy of the Issues and Options Questionnaire

Appendix 2: Free text comments





# LEDBURY Issues and Options **Survey** May-July 2021

## Executive Summary

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OCTOBER 7 2021

Max Bassett Research

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# Ledbury NOP

## ISSUES AND OPTIONS SURVEY MAY- JULY 2021

### Executive Summary September 2021

#### Version History

Version 0.01- draft sent to Ledbury NDP Steering Group

Version 0.02- amended draft sent to Ledbury NDP Steering Group

Version 0.03 - edited by NDP Steering Group

#### Introduction

The currently adopted Ledbury Neighbourhood Development Plan (NDP) does not contain policies upon several important matters, particularly a settlement boundary. Ledbury Town Council is undertaking a limited revision of its NDP to address these omissions. This questionnaire does survey did not cover topics that were covered in the adopted Ledbury NDP which provided sufficient evidence to develop policies, such as housing.

#### Methodology

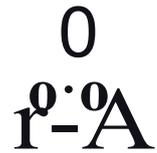
During June and early July 2021 all Ledbury parish residents were sent a paper information leaflet and questionnaire asking for views about proposed key issue revisions to the NDP before the Town Council draws up a new version of the plan. A paper questionnaire was sent out to 6,600 households across the parish. The survey was also available online either to complete instead of the paper version or if there were additional residents in the household (over 16); alternatively, further paper copies were available from Ledbury Town Council Offices. In addition to this, there was a wide marketing plan to ensure that residents knew this consultation was being developed and when it was open for responses. The questionnaire was discussed with young people in the Sixth Form at John Masefield High School, results of which are shown throughout the report. The questionnaire was also distributed to voluntary and

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community groups within the parish, results of which are still being returned so not included in this report at this current time.

## Results

In total there were 842 responses, approximately 13% of 6,600 households, plus 16 responses from pupils at the Sixth Form of John Masefield High School, as indicated by the following symbol.



Paper questionnaires were sent to nearly all households in Ledbury Parish, which encouraged respondents to fill in the questionnaire online with the link provided within the documents sent; or alternatively, to fill in the paper questionnaire. 458 responses were completed online and 384 returned a paper copy.

There is no definition of an acceptable response rate, given there are many factors which affect [the response rate.it](#). The aim was to post the questionnaire to all addresses within the Ledbury Parish area and widely publicise the online survey through various methods currently in use in the Ledbury area, to encourage as high a response rate as possible.

## Executive summary

### 1. Defining a settlement boundary for the town.

There was a clear preference with higher numbers of respondents ranking **Option C** as their first choice; 85%. Respondents would like a settlement boundary including existing and all currently approved permitted developments plus protection for the Riverside Park and areas for recreation and employment southwest of Little Marcie Road.

**Option C:** As Option B plus protection for the Riverside Park and areas for recreation and employment southwest of Little Marcie Road. This is the option recommended by Ledbury Town Council, Herefordshire Council and our professional consultants.

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If any areas were to be added, respondents recommended areas around or close to new or planned development sites near Gloucester Road and the roundabout, the Bypass, Dymock Road and Bromyard Road.

There were also a number of comments about where development should not be. There were several specifically about the Bloor Homes development at the Viaduct/ Bromyard Road site. These concerns were in relation to access, impact on traffic and the visual impact on the historical viaduct.

Protecting green space was important, which included suggestions around Ledbury Park, Riverside Walk/Park, protecting Dog Wood and having green space for community groups to use.

There was some concern about the current level of infrastructure of the Town. Comments were made about the medical facilities, schools, roads and recreation facilities being already strained; additional development would therefore increase this pressure.

Industrial and commercial development also received a number of comments (25) where residents suggested areas where they would be happy to see further development and also where they were less keen.

- Protecting existing industrial units: specific ones mentioned were the Old Wharf Industrial Estate, the Pugh's site, the old Countrywide/cheese factory site.
- There was more opposition to developing around the UBL site, with concerns about the impact on the current green space and the impact of more transport on the current road network and how that is used by walkers/cyclists.

There were also about 14 comments made about needing improved access to the railway station, both in terms of getting to the train station by car and also access to the eastbound platform as a passenger.



It is very important for the young people of Ledbury to have adequate recreation and employment. Poor facilities/employment opportunities

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will cause young people to leave Ledbury (and Herefordshire as a whole).

## 2. Employment and Recreation.

There was strong support (86%) for **providing land to expand provision for sport** being a high priority for this NDP update.

There was agreement (79%) that any **new adult and junior shared football facility should be on the indicated site off Little Marcie Road.**

In terms of **other recreational or leisure needs** for which land should be identified, there was felt to be a general need for more open space, more diversity of sports to be considered and the importance of space to walk and cycle. There needed to be facilities for children, young people and elderly and the space needed to be accessible for elderly, disabled and those with push chairs. Accessibility was mentioned in terms physical access, but also in terms of an accessible location, so that children and young people could use it safely by themselves without having to be taken by car or walked by a parent.

Within the diversity of sport, most commonly mentioned were:

- o Football
- o Rugby
- o Hockey
- o Tennis (both in terms of Ledbury Tennis Club, but also free publicly available courts)
- o Netball
- o Basketball
- o Indoor sports in general
- o Outdoor/field sports in general.
- o Swimming
- o Skateboarding
- o All weather Astro turf pitch

There was support for **cycling facilities** either for better cycle lanes on roads, mountain bike trails through the woods, cycling tracks in general or a specific bike track such as a pump track (a looped sequence of rollers and berms (swoopy, banked turns) for bike riders).

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There was also support for a running track and opportunities for athletics.

There was support for open space in general for walking, picnicking and free play more suitably aimed at families, a space such as a community garden or walled garden that was quieter, had more seating, flower/sensory beds that would be more suited for a peaceful outdoor experience. A separate dog park/area where dogs could be let off the lead safely.

Open space for nature, fauna and flora, was called for, also the addition of a lake.

Other requests for recreation and leisure opportunities include:

- o Archery
- o Allotments
- o Education classes/learning new skills
- o Making better use of a canal path/basin/marina
- o Other youth groups such as Scouts, Guides, Cadets
- o More community use of facilities at John Masefield High School

There were comments made in relation to the football facilities on the site accessed from Little Marcie Road: queries about the viability of using this site; questions around ownership of land; getting agreement from land owner and what money would be used to buy it; suitability of access off Little Marcie Road; and whether this could all be combined on the current Rugby pitches as they are.

There was agreement (72%) that more than one site should be considered to meet the requirement of 12 hectares (approx. 30 acres) of **new employment land** to the south of Little Marcie Road.

There was agreement (75%) that the Land by the **Full Pitcher** roundabout and adjacent to the new housing development (Hawk Rise) should be considered for **employment restricted to uses suitable near to a residential area**.

There was agreement (62%) that smaller areas elsewhere on the edge of the town should be identified to **accommodate new or expanded businesses**.

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### 3. Land North of the Viaduct and Railway Line.

There was strong support from respondents (81%) that the option to create **vehicular access off the Hereford Road** to the viaduct housing development be preserved for the future.

There was strong support from respondents (81%) agreeing with the provision of ground level eastbound platform access, improved platform services and additional car parking at the railway station.

Comments around this **included inclusion** was that **disabled access** to both platforms was absolutely needed, the **proposed access to the north of the station** was potentially not the best solution with concerns around loss of green space and adding to the traffic congestion already around that location with risks that it will get worse with further planned development.

There was differing views shared about the need for **additional parking**, with views that there was enough parking, but with high parking charges the allocated parking was not used with many using nearby residential streets. Therefore, there was a request for reduced parking charges. **On options suggested** if parking was needed, these could be located where current businesses are if they were to relocate to alternative industrial sites, or that parking at the 'Smiths Coaches' **site** be explored.

### 4. Supporting the Town Centre.

The majority of respondents wanted **areas added to the currently defined town centre**. There were **only** 106 respondents out of 795 who wanted to keep the Town Centre as it was defined in the Unitary Development Plan (**only** Red option). **There is a therefore a clear** wish from respondents to extend the Town Centre definition. Results are inconclusive, **however**, as to where it should be extended to, as there was support for each of the areas Purple, Blue and Green.

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Comments received were about wanting to keep Ledbury as it is; the lack of, particularly, free car parking; whether all of Lawnside should be included or not, keeping Ledbury attractive and the need for additional medical facilities.

G)  
P-OA

Young people's comment: We need to expand to allow new retailers and small businesses to be accommodated but don't spread out too much, so the high street loses its focus and footfall.

Overall, there was agreement (78%) that, in planning terms, there should **be no differentiation between primary and secondary shop frontages** and that shops, restaurants, cafes, drinking establishments, financial and professional services, and hot food takeaways should be allowed within this combined frontage.

There was agreement (84%) that a **co-ordinated approach to the regeneration of Lawnside and Market Street** to benefit the town centre, its conservation area and community services be proposed in the NDP.

There was strong support (88%) for the NDP to promote the **retention of health facilities in the town centre**.

#### **5. Green Infrastructure.**

There was strong support from respondents (90%) that the **new and extended corridors and enhancement zones identified** in Figure 7 should be added to the existing green infrastructure identified in the Herefordshire Green Infrastructure Report.

There was even stronger support from respondents (93%) that within those areas **green infrastructure should be protected, enhanced and extended** where possible.

There was strong support (96%) 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.

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The largest number of comments were to keep whatever green space that was there already or that could be created, and to better maintain **#1-at the** green space that is currently there; the paths on the Riverside Walk were specifically mentioned. Ledbury Park needed protection, as well as the land underneath, around and to the north of the viaduct needed to stay green space, especially to accommodate the flooding that happens there.

There was agreement (87%) that **allotments and/or community gardens** should be encouraged.

There was more support for allotments than community gardens. A key point that was raised about allotments particularly was the need to have them in the central location within easy walking distance. There was also a lot of support for the triangle of land on Full Pitcher roundabout to be used for this type of development. Additional views received were that new developments should all have space for allotments/community gardens.

In terms of **footpaths, cycleways or other connections** that could be improved or created to benefit residents and give access to green space and wildlife, the largest number of comments were about the state of repair of the current footpaths and cycleways, and a need to improve them, all of them in general as well as the Town Trail and Riverside Walk (from Ross Road to Hereford Road) specifically.

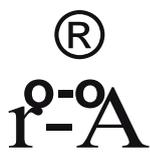
There were quite a wide variety of locations where **safer footpaths** were requested, the more commonly cited ones were North of Ledbury to Wellington Heath, up Knapp Lane to provide a safe walking route to Frith Wood and Dog Wood, pavements both sides of the roads by the bypass and passage between Ledbury and the parishes 3 -4 miles out towards Hereford.

There were many comments specifically about having **safe cycleways**, although the largest common response was to have safer cycleways on every route, additional

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routes mentioned were passage between Ledbury and the parishes 3 -4 miles out towards Hereford, along the river and from new developments to the town centre.

Other issues raised but not as strongly as those identified above, were: a need for improved accessibility of the footpaths/walks within Ledbury; better linking up of footpaths, (there are sufficient footpaths if they are maintained); better signage is needed; new crossings and the canal being regenerated.



Young people's comment: *Generally having cycle paths in as many places as possible will cut down on need for small journeys by cars, encourage a healthy activity and make it safer/ encourage young people to cycle more. Between the schools, any leisure & recreation facilities and housing would be the most beneficial.*

There were more respondents who felt **more or improved children's play areas are needed**, than those who didn't. A common issue raised was the current sites for play needing to be maintained or repaired or the equipment in it updated.

Play areas/space was needed for all younger children, older children and teenagers. A play park and having open space to allow for adventure activity/creative play were the two most commonly mentioned types of play area needed.

Overwhelmingly there was a strong view that all **new housing developments** should provide a play area for the new residents (53 comments), with many feeling that this should be part of the planning application process and agreement.

The recreation ground, or the rec, received mixed views, with support to expand this play area, maintain it and update it. However, there were also several that expressed their concerns about the anti-social behaviour exhibited in these areas such as vandalism, alcohol and drug use.

There were some clear, strong messages that respondents felt **better maintenance** was needed to support the green infrastructure already in place in Ledbury.



Young people's comments:

*Yes because the more active young people can be the better.*

*Need both play equipment for the younger, open spaces for all for running around, football etc.*

*Also having a bike course with obstacles, bump etc would be great*

*Need better AstroTurf for a/I-year-round use.*

## 6. Design and the Environment

There was agreement (83%) from respondents that the NOP should include policies covering as **wide a range of design matters** as possible

There was strong agreement (88%) that the NOP should include policies to support **sustainable development** to mitigate the climate and ecological emergency.

## 7. Other Matters.

The largest single category of comments was about the need for additional and better medical facilities, GPs, dentists, hospitals. These views were made in relation to the current waiting times to access them, as well as the additional pressure they would be under with further housing development.

There were similar views about other infrastructure in Ledbury that would be put under pressure resulting from additional housing development, specifically schools and nurseries, sewage provision and the waste/recycling site.

Traffic was also a concern, both as a result of additional housing development and from current traffic levels.

Parking was mentioned, specifically the challenges of parking within Ledbury, the cost of parking, lack of availability, the impact of on-road parking, residents' parking and parking requirements for existing and potential new health facilities.

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There were a number of comments which specifically mention opposition and disappointment surrounding the Bloor -RHomes/viaduct development. There were concerns that residents' views had not been taken into consideration and disappointment surrounding the appeals process. As part of this were concerns about the access to the development, impact of flooding on the site and the surrounding area, and the impact it might have on traffic on the Bromyard Road. There were also queries as to whether this would fulfil the housing requirement for the rest of the NDP plan timescale.

Understandably, this issue has also led to some reservations on the impact this consultation may or may not have, how much weight will be given to public opinion and how accessible this consultation was. In contrast, there were some very positive comments about the current NDP process and consultation.

There were requests for new building and developments to be more sustainable in the first instance, as opposed to retrofitting. New builds to have access to sustainable energy, such as solar panels, ground/air-heat pumps, rainwater harvesting and options to plug in electric vehicles.

**LEDBURY TOWN COUNCIL**

**MINUTES OF MEETING OF TRAFFIC MANAGEMENT WORKING PARTY HELD  
ON 1 SEPTEMBER 2021**

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**PRESENT:** Councillors Bannister, Manns and Howells

**ALSO PRESENT:** Angela Price - Town Clerk  
Mr & Mrs Clarke - Residents at Parkway

**TMWP78 ELECTION OF CHAIR**

**RESOLVED:**

That Councillor Bannister be elected as chair of the Traffic Management Committee for the 2021/22 Municipal year.

**TMWP79 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Troy and Gareth Davies

**TMWP80 DECLARATIONS OF INTEREST**

None received.

**TMWP81 TO REVIEW AND APPROVE AS A CORRECT RECORD MINUTES OF  
A MEETING AT THE TRAFFIC MANAGEMENT WORKING PARTY  
HELD ON THE 30 OF MARCH.**

**RESOLVED:**

That the minutes of the meeting of the Traffic Management Working party held on 30 March 2021 be approved and signed as a correct record.

**TMWP82 TO RECEIVE AND NOTE THE TERMS OF REFERENCE**

Councillor Bannister asked Members to agree to deferring the Terms of Reference to the next meeting of the Working Party to allow Councillor Troy to be present for the discussion.

Councillor Howells asked that a paragraph be added to the Terms of Reference in respect of Quorum prior to the next meeting. It was also noted that any reference to "Economic Development & Planning Committee" should now read "Planning Committee."

Councillor Bannister felt that a further item should be included under item 4 to read as follows:

"To review and recommend the provision of Bus Services in Ledbury and the surrounding area."

Councillor Howells asked if she could provide an up-to-date list of all the current Working Parties.

**RESOLVED:**

1. **That the Terms of Reference be deferred until the next meeting of the Working Party**
2. **That the following amendments be made prior to the deferment of the Terms of Reference:**

**Councillor Howells asked that a paragraph be added to the Terms of Reference in respect of Quorum prior to the next meeting. It was also noted that any reference to "Economic Development & Planning Committee" should now read "Planning Committee."**

**Councillor Bannister felt that a further item should be included under item 4 to read as follows:**

**"To review and recommend the provision of Bus Services in Ledbury and the surrounding area."**

3. **That the Clerk provide Councillors with an up-to-date list of all the current working parties.**

**TMWP83 UPDATE ON TRAFFIC REGULATION ORDER SUBMISSION**

Councillors Bannister and Howells were reminded that it had been agreed that they would provide information on the proposed TRO list giving more detailed information on the areas in question, to enable a discussion with the locality steward. They had been asked to provide photographs and mapping.

The Clerk suggested that they could meet with the Locality Steward to discuss this.

Members were asked to consider whether they should remove Mabels Furlong from the list of TROs due to recent discussions with Herefordshire Council.

**RESOLVED:**

- 1. Town Clerk to contact the Locality Steward with the view to having a meeting to discuss the proposed TRO.**
- 2. That the issue of Mabels Furlong be discussed with the Locality Steward as part of the proposed meeting.**

**TMWP84 PARKING ISSUES AT OATLEY'S CRESCENT AND THE JUNCTION OF MARGARET ROAD.**

Members were made aware of an email from Councillor Troy in respect of "poor parking" at the end of Oatley's Crescent and the junction with Margaret Road.

**RESOLVED:**

**That this be included in the discussions with the Locality Steward in respect of the proposed Traffic Regulation Order (TRO) with a view to having a crossing installed.**

**TMWPBS REQUEST FOR CONSIDERATION OF DROP-DOWN KERB AT HORSE LANE ORCHARD**

Members were requested to give consideration to the introduction of a drop-down kerb at Horse Lane Orchard.

Councillor Howells advised that he did not believe a drop kerb request is not part of a TRO request.

**RESOLVED:**

- 1. That this item be discussed with the Locality Steward.**
- 2. The Chair asked members if they would allow agenda item 11 to be brought forward to allow Mr & Mrs Clarke to leave the meeting once the item had been considered. Members were in agreement with this decision.**

**TMWP86 CONSIDERATION OF TRAFFIC CALMING GATES AT PARKWAY**

Councillor Howells advised that this had been discussed previously for both Parkway and Ross Road. He advised that there had been various reasons, however he reassured Mr & Mrs Clark that there was a way forward in respect of gates. He also suggested a possible change to road markings which was being implemented in other areas.

Mr Clarke said that the 40mph is ignored in Parkway, and a survey that had previously been undertaken which had revealed that the road was

averaging a 50mph speed. Mr Clark advised that they felt gates are a visible deterrent against speeding.

Councillor Manns agreed with the comments from Mr & Mrs Clark and recalled the discussions some years ago.

Mr Clark advised that there were several changes in speed limits in Parkway and felt that these need to be addressed to provide some continuity.

The Clerk advised that the SID's record traffic data going in both direction and that this could be noted when the data is received to support this request.

Following considerable discussion it was **RESOLVED:**

1. **That a recommendation be made to the Planning Committee for inclusion of funds in the 2022/23 budget for the purchase and installation of gates at Parkway.**

**Mr & Mrs Clarke left the meeting at 6:52pm**

**TMWP87      CONSIDERATION OF THE FUTURE OF SUSTAINABLE TRANSPORT IN LEDBURY**

Members considered a document on the future of sustainable transport in Ledbury. Councillor Bannister, whilst noting the information provided in the report, noted that Ledbury Town Council were more interested in considering a frequent town bus service as part of a scheme to reduce car travel into the town centre as proposed by Gareth Davies.

**RESOLVED:**

**That a recommendation be made to the Planning Committee that Ledbury Town Council pursue the implementation of a frequent town bus service and offer Ledbury as a trial scheme for smaller electric buses linking to the town services to other towns.**

**TMWP88      IMPACT OF DEVELOPMENT AND PROPOSED DEVELOPMENT OF TRAFFIC MANAGEMENT.**

**RESOLVED:**

There were no large developments to consider at this time.

TMWP89 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Traffic Management Working Party is scheduled for 6 October 2021, in the Committee Room.

The meeting ended at 7:06pm.

Signed ..... Dated .....  
(Chair)



LEDBURY TOWN COUNCIL

NOTES OF A MEETING OF THE MAJOR PLANNING APPLICATIONS &  
CONSULTATIONS WORKING PARTY  
HELD ON  
6 SEPTEMBER 2021

**PRESENT:** Councillors Howells and Hughes

**ALSO PRESENT:** Angela Price - Town Clerk

MPA37. The Terms of Reference for the Working Party state that quorum requirements are as follows:

*"To enable the Working Party to meet its quorate requirements there **MUST** be three members of the Working Party present, regardless of whether they are councillors or non-councillor members of the Working Party. However, there **MUST** be at least one Councillor present for the meeting to proceed."*

There were only two members of the Working Party present at the meeting, therefore the meeting was inquorate.

It was agreed to reschedule the meeting for Thursday, 9 September 2021 at 5.00 pm in the committee room.

The meeting ended at 6.10 pm.

Signed ..... Date .....



**MINUTES OF A RECONVENED MEETING OF THE MAJOR PLANNING  
APPLICATIONS & CONSULTATIONS WORKING PARTY  
HELD ON  
9 SEPTEMBER 2021**

**PRESENT:** Councillors Bannister, Howells and Hughes  
Non-Council members - Paul Kinnaird

MPA38. ELECTION OF CHAIR FOR THE 2021/22 MUNICIPAL YEAR

RESOLVED:

That Councillor Bannister be elected as Chair of the Major Planning Applications Working Party for the 2021/22 Municipal Year.

MPA39. APOLOGIES:

Apologies were received from Councillors Harvey, Knight, Manns and Whattler and Nicola Forde

MPA40. **DECLARTIONS OF INTEREST**

None received.

MPA41. **NOTES OF A MEETING OF THE MAJOR PLANNING  
APPLICATIONS AND CONSULTATIONS WORKING PARTY  
HELD ON 9 MARCH 2021**

**RESOLVED:**

That the minutes of the meeting of the Major Planning Applications and Consultations Working Party held on 9 March 2021 be approved and signed as a correct record subject to the following amendments:

Minute no. 26

1. To note that Councillor Howells was at the meeting and therefore should not be listed as having given apologies.
2. To note that Councillor Harvey submitted her apologies and therefore should be recorded accordingly.

Minute no. 28 - "**APPLICATIONS**" is misspelt

Minute no. 29 - "VIADUCT" is misspelt

Minute no. 20 - That the third paragraph be deleted.

Minute no. 30

1. That the first paragraph be amended to read "The developer provided .....
2. That the fifth paragraph be amended as-follows:

"Councillor Howells advised that the former auction rooms were voted the most popular site for development in the town centre for young and elderly residents."

Minute no 36 - to note that the date of the next meeting should read "September" and not March.

MPA42.

#### TERMS OF REFERENCE

#### RESOLVED:

That the Terms of Reference be approved subject to the following amendments:

- That the opening paragraph be amended to read as follows:  
  
"The purpose of the Working Party is to respond to issues related to traffic and travel management by way of recommendations to the Planning Committee."
- That all reference to "Chairman" be replaced to "Chair"
- That all reference to "Economic Development & Planning Committee" be amended to read "Planning Committee"
- That all reference to the "Finance Committee" be amended to read "Finance, Policy & General Purposes Committee"
- That item **5(v)** be amended to read as follows:  
  
"To consider what training could be provided to members on all planning associated issues."

MPA43.

#### **PLANNING APPLICATION 212375 - SOUTH OF LEADON WAY, LEDBURY, HEREFORDSHIRE**

Councillor Bannister advised members that this application was in respect of 49 dwellings to the east of the Barratts phase 1 development. He advised that whilst it was being referred to as phase 2, he believed this was a completely new application. He

advised that it was a response to the previously rejected phase 2 development.

It was agreed that whilst the majority of the dwellings were to the east of phase one 5 were to the west. Members noted that many of the objections on the portal related to these five dwellings and the noise and other issues relating to the cheese factory.

Following considerable discussion members agreed to make the following recommendation to the Planning Committee:

### **RECOMMENDATION**

That Ledbury Town Council object to the planning application on the following grounds:

- It is a new application and not an extension of the original - the circumstances for planning approval that applied for the first application no longer apply;
- Herefordshire now has over 7-years housing supply and Ledbury is already ahead of its local plan quota delivery;
- The local plan specifies that development in Ledbury will be mainly focussed to the north of the town; this application will add (unnecessary) south development which is not in the plan;
- The new application erodes green infrastructure and is not in keeping with the local plan or NDP green infrastructure obligations;
- The noise from the cheese factory still carries to the far end of the site; the mitigations in place do not work
- This development will add to the accumulative over-development effect of local road capacity;
- The new application simply does not comply with the NDP design guide;
- The location of the new application is designed, indeed optimised for car use; it is not sustainable and does not comply with the local plan or NDP policies to reduce car use;
- No plans for cycling and active transport are included - indeed, if it is difficult to see how they could be given the remote end-of-site location (this is why it was designated as a greed space area in the first place);
- It will only add to the net out-commuting from Ledbury for work and generate further vehicular traffic in contravention of both the local plan and NDP policies;
- The council also objects to the proposal to still build five dwellings in the area already reject by planning, totally ignoring the ongoing noise issues.

MPA44.

**SECTION 106 TOWN/PARISH WISH LIST**

Members noted that there was a Section 106 Task and Finish meeting arranged for 13 September 2021 at 6.00 pm and agreed that this item should be deferred to that meeting.

**RESOLVED:**

- 1. That the S106 Wish List be deferred to the S106 Task and Finish Meeting scheduled for 13 September 2021.**
- 2. That the Clerk extend an invitation to all Councillors to attend the S106 Task and Finish meeting.**

MPA45.

**DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Major Planning Applications & Consultations Working Party is scheduled for 7 October 2021.**

**MINUTES OF A MEETING OF THE SECTION 106 TASK AND FINISH GROUP  
HELD ON  
13 SEPTEMBER 2021**

**PRESENT:** Councillors Bannister, Howells and Hughes

**ALSO PRESENT:** Angela Price - Town Clerk

1. **ELECTION OF CHAIR**

**RESOLVED:** That Councillor Howells be elected as chair to the S106 Task and Finish Group for the 2021/22 Municipal year.

2. **APOLOGIES**

Apologies were received from Councillors Eakin, Harvey, Knight and Whattler.

3. **DECLARTIONS OF INTEREST**

None received.

4. **TO GIVE CONSIDERATION TO THE SECTION 106 LISTINGS INCLUDED IN THE ATTACHED PUBLIC REALM DOCUMENT**

Members agreed that the most sensible way forward would be to review the Section 106 listings included in the Public Realm document and consider the priority of each item, with a recommendation back to the Planning Committee.

Councillor Hughes as:

What is S106?

What is the aim of the Task & Finish Group?

How can we achieve this aim?

The following responses were provided:

**What is S106?-** Herefordshire Council recognises that when developers build new houses, the development may have an impact on the local community. For example, the growth in the local population might lead to greater pressure on education facilities. We can use Section 106 Agreements to require developers to pay for infrastructure to help mitigate the impact of developments. In addition, Section 106 agreements can be used to secure the delivery of affordable housing.

Section 106 agreements are legal agreements negotiated between the council and the developer. The council can request financial contributions and affordable housing for development sites of 11 residential units or more.



Under the Government's National Policy Framework (NPF), which sets out the Government's planning policies and, how they should be delivered, HC can only ask for funds for infrastructure which meet the following "three statutory tests":

- The project is necessary to make the development acceptable in planning terms;
- It is directly related to the development; and
- It is fairly and reasonable related in scale and kind to the development.

**What is the aim of the Task & Finish Group?** - This Task & Finish Group are trying to build a new Wish List for Ledbury and agree priorities within the list.

**How can we achieve this aim?** - by reviewing all of the information provided by the Clerk (Public Realm document, Councillor Harvey's previous Ward report and previous wish lists)

It was agreed that the same system used within the Council's Corporate Plan would be used, i.e. Red for High Priority, Amber for Medium Priority and Green for Low Priority. It was also agreed that they would incorporate D for items that they believe have been completed. A map is also attached to identify the relevant numbering.

Councillor Bannister advised that most of the items on the list within the public realm document were transport related and considered that Ledbury Town Council need to consider alternatives from just transport projects.

The following list is the outcome of the discussions at the meeting:

REF	Description	Priority
16	Informal crossing to B4216 - Leadon Wa	D
22	Crossing and shared use path along Martins Way to link with 17 and 18 (B & C	A
1A	Shared use access from Ledbury SUE (Site A) to include crossing over Hereford Road to link to New Mills Way (Members believe this to be part of the Viaduct development	G
15	Crossing over the bypass south of the Full Pitcher roundabout linking with Old Wharf Industrial Estate (members believed there was a case to enhance this with Pelican Crossin	A
20	New bus stop and shelter on the west side of Martins Way, plus the provision of a shelter at the existing bus stop on the east side of the road	A
1B	Shared use access from Ledbury SUE to include crossing over A438 to link to Riverside Park (members believe there is a case to enhance this with a pelican crossin	A
45b	Town Trail Refurbishment (Orchard Lane - Bye Street Section	A

14	Crossing over the bypass north of the Full Pitcher roundabout linking the Town Trail with 13 and Old Wharf Industrial Estate (Upgrade to Pelican Crossin	R
19	Crossing of A417 Ledbury Bypass to connect to site D	G
39	Footpath link from development site D to The Southend (No longer applicable replace with Crossing from proposed Bovis site to Jubilee Close	G
1C	Formal crossing of Hereford Road and shared use link to join with path at southern end of Golding Way to including lightin	A
5	Widening narrow footbridge on Town Trail over Orchard Lane	R
8	Bye Street/Town Trail Crossin	R
21	10MPH TRO on A417 Leadon Way between the Full Pitcher roundabout and a point east of the proposed roundabout	D
13	Shared use path on north side of A449 to connect with 14 & 15	R
6	Improvement to links between Orchard Lane and Town Trail south of footbridge	R
35	Real time information especially by the Market House, War Memorial and Railway Station	G
7	Alternative to steps at the town end of Green Lane by Homend Cresent	G
10	Crossings over Bypass, Little Marcie Road to link in with 9	A
18	Upgrade of Mabels Furlong and Biddulph Way spur footways to shared use	A
23	Shared use footpath along the north side of Hereford Road to a crossing serving Golding Way to link with the Town Trail Saxon Wa	A
45c	Town Trail Refurbishment (South of Bye Street	R
34	Upgrading of PT facilities within the town centre to include shelters, kerbinq etc	G
36	Review of facilities at all key bus stops in Ledbury with an aim to upqrade	G
19A	Crossing of A417 Ledbury Bypass to connect to site D footbridge	G
11	Cycle measures on New Street between B & C and the Town Centre	Unclear-clarification to be sought
30	Pedestrian crossing at Gloucester Road/Biddulph Way (Site D	R
40	Footpath improvement west of Lower Road Tradin g Estate	A
45A	Town Trail Refurbishment (North of Orchard Lane)	A
4	Extension of shared use path between Aldi and Barnett Avenue (ZB2 path	A
9	Shared use path on town side of the bypass between ZB2 path Lower Road Industrial Estate to Lower Road/Little Marcie Road roundabout	A

17	Upgrade of ZB9 footpath between Martin's Way and Mabels Furlong to link with 16	G
45D	Town Trail Refurbishment (South of Little Marcie Road section)	A
25	Widened footway to increase public space around Market House including review of bus stop locations and parking	G
26	Widened footway along eastern end of Bye Street (Not one way)	R
<del>24</del>	<del>Footpath link to Wellington Heath (Canal pathway)</del>	<del>G</del>
47	Pedestrian Wayfinding signage review	A
44	Car park management (street view) and signage	D
2	Shared use paths along the BN42 14 Bromyard Road	R
37	Station parking	R
3	Junction improvement Hereford Road/Bromyard Road/Rail station	R
29	Traffic calming in areas of the town	G
28	Town Centre 20mph (not town wide)	R
41	Junction improvement at the Southend junction with Mabels Furlong	Happening
43	Widened footway between Top Cross and Police Station	R
38	Accessible footbridge between platforms	R
31	Remodelling of road junctions along Bye Street/Bridge Street/ Lower Road	R
32	Remodelling of road junctions along Woodleigh Road	R
33	Remodelling of road junctions along Little Marcie Road	R
48	Increased central coach parking	A
12	Cycle contraflow at High Street end of New Street	G
42	Resident's parking scheme (Various locations)	G
46	Knapp Lane traffic flow management (one way eastbound after Upperfields?) - Members suggest an extension of the yellow lines and other traffic control measures but not to make this one way	A
27	Additional level added to an existing town centre car park   Bve Street/Bridge Street could both be considered	A

The meeting ended at 8.09 pm.

Signed ..... Dated .....  
(Chair)

**From:** fnc-LPL herefordshireparishes@bblivingplaces.com Mailbox  
<herefordshireparishes@bblivingplaces.com>  
**Sent:** 24 August 2021 16:02  
**To:** fnc-LPL herefordshireparishes@bblivingplaces.com Mailbox  
**Subject:** Riparian owner responsibilities - Guidance for Parish Councils  
**Attachments:** Riparian owner responsibilities - Process guidance Members & Parishes.pdf;  
Riparian owner - Good maintenance guidance.pdf; Ditches and drainage - Your responsibilities .pdf

Dear Parish/Town Clerk,

As discussed at our previous Parish Council briefing we have been looking at refreshing the Riparian Responsibilities information to further engage riparian owners to take responsibility for their ditches and drains through awareness, support and guidance. Where there is a lack of cooperation and there is a safety risk to highway users, or significant damage to highway, we have put in a place a process to enable us to take a more formal approach.

We have put together a document 'Process guidance for Members & Parishes' which outlines this process and details of how you can engage and help us spread the message wider and what to do if you have an issue.

In addition we have updated the Herefordshire Council website which includes a refresher and update of our information leaflets

- Ditches and Drainage - Your responsibilities - outlining who is a Riparian Owner and their responsibilities.
- Guidelines for Riparian Owners - Good practice for watercourse management - outlining guidance and advice in actually undertaking watercourse management.

If Parishes feel as though it would be beneficial to run an online session to talk through the process and we have enough interest we would be happy to do this - Please register your interest by response to this email and whether a day or evening session is preferred.

Thank you,

**Molly Walters**

**Locality Liaison Coordinator** | Balfour Beatty Living Places | Herefordshire

Unit 3 Thorn Business Park, Rotherwas Industrial Estate, Hereford, Herefordshire, HR2 6JT

[www.balfourbeatty.com](http://www.balfourbeatty.com) |  [@balfourbeatty](https://twitter.com/balfourbeatty) |  LinkedIn

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U11ing Places

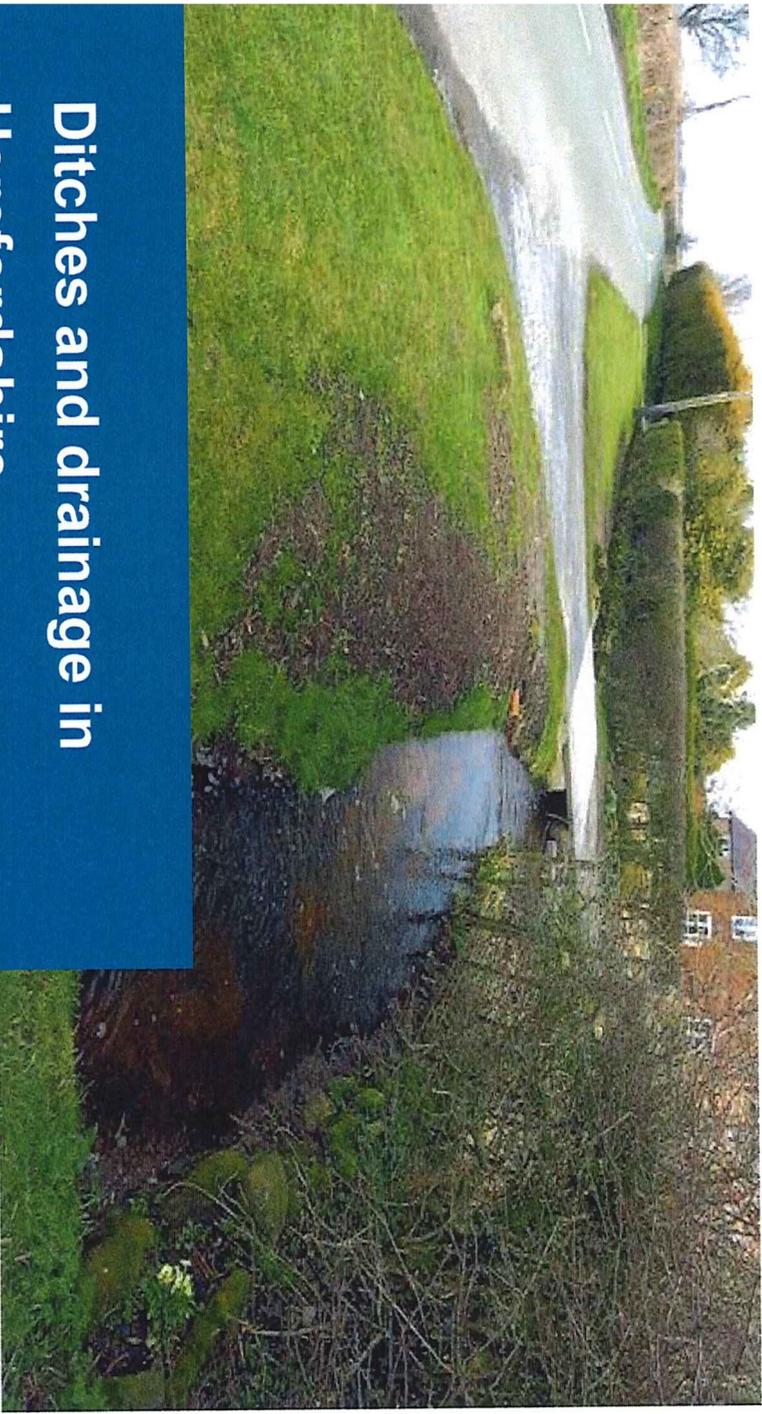
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Lean. Expert. Trusted. Safe.

We've recently launched our Summer issue of The Expert, the magazine for everyone at Balfour Beatty. Check it out here.

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# Ditches and drainage in Herefordshire

Your responsibilities



3222

## Your responsibilities for ditches and drainage - a guide

At Herefordshire Council and Balfour Beatty Living Places we're committed to reducing the risk of flooding, as well as maintaining the condition of our highways by keeping them clear of excess water. We want to work together with the other parties responsible for ditches and drainage to make sure we keep flooding risk low across the county. This leaflet explains who is responsible for ditches and other drainage systems on the highway, or in land and property adjoining it.

### Who is a riparian owner?

The owner of land or property that adjoins a watercourse, such as a roadside ditch, is known as the riparian owner. Although the Highways Authority is responsible for the highway, we don't own the sub-soil of the highway. The owner of the land or property adjoining the highway is normally the sole riparian owner.

### Why does this matter?

Good roadside drainage is essential. Poor drainage damages roads and creates hazards for road users and local residents alike. Good drainage will reduce maintenance and costs for everyone.

### What happens if a riparian owner fails to look after a watercourse?

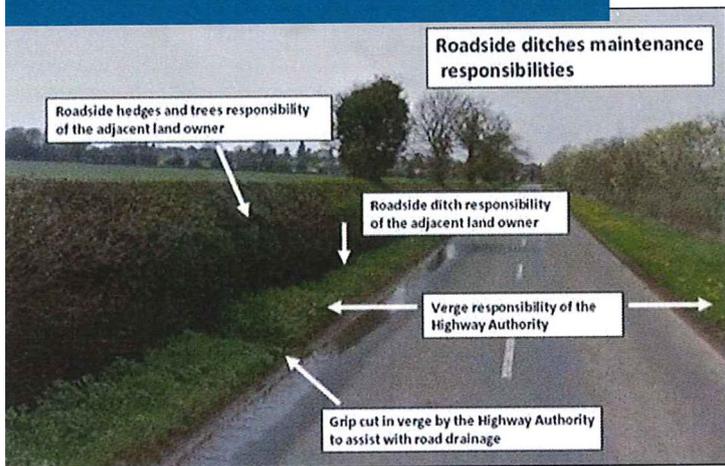
- Deterioration in the condition of the highway
- Potential flooding of properties, the highway, and surrounding land
- Possible enforcement action and liability in the event of an incident or prosecution

### Riparian owner responsibilities

- You must accept the natural flow of water across your land from an upstream neighbour and allow this, together with drainage from your property or land, to flow downstream.
- You must carry out necessary maintenance of the watercourse through or adjoining your property at your own expense, to the satisfaction of the local land drainage body which could be either Herefordshire Council, the River Lugg Internal Drainage Board or Lower Severn Internal Drainage Board.
- You must maintain the banks and bed of the watercourse, including any piped sections, to avoid any obstruction to the flow of water. This includes trees, shrubs, and litter.
- Before you build or alter any culvert, mill, dam, weir or other similar obstruction in a watercourse, you'll need to seek 'ordinary watercourse flood defence consent' from Herefordshire Council.
- Where a watercourse is sited between two or more properties, each owner is equally responsible.
- You must obtain land drainage consent for any building, planting or alterations within eight metres of the bank

## Ditch maintenance responsibilities

The image below shows who is responsible for what. You can find more information for riparian owners online: [www.gov.uk/guidance/owning-a-watercourse](http://www.gov.uk/guidance/owning-a-watercourse).



### Common problems affecting watercourses

- Allowing silt to build up causing a blockage
- Failing to keep vegetation growth under control
- Disposal or storage of garden or domestic waste on the banks
- Failing to clear the entrances to piped ditches

### Getting rid of waste

You'll need to dispose of any waste you remove from ditches in accordance with the Environmental Protection Act.

For example, you should remove any cuttings from clearance work and keep them clear of the watercourse, so they don't fall in the water and cause blockages downstream. Similarly, you'll need to make sure any debris you disturb doesn't end up flowing downstream and causing problems for other landowners.

### What should I do if I want to make any changes?

If you want to pipe, bridge or cover an ordinary watercourse, you must submit details of your proposals first and get consent in writing from the relevant drainage body.

Ordinary watercourses are managed by the local land drainage body - that is, either Herefordshire Council, the River Lugg Internal Drainage Board or Lower Severn Internal Drainage Board.

Inadequately piped watercourses can create flooding, safety, maintenance, and environmental problems. So, it's generally discouraged to culvert a watercourse and you'll usually only get consent if there's no practical alternative.

If an obstruction or lack of maintenance impedes the flow of any watercourse, the drainage body may serve notice on the owner. If you, as the riparian owner, don't take action the drainage body may carry out the work and recover the cost from you.

May 2021

## Roadside ditches and watercourses

### There are three categories of roadside ditch:

- A ditch in the field side of a fence or hedge taking land drainage as well as highway drainage, which is the responsibility of the riparian owner.
- A ditch on the road side of a fence or hedge taking land drainage as well as highway drainage, which is also the responsibility of the riparian owner.
- A ditch created by the Highway Authority for the sole purpose of draining the highway, which is the responsibility of the Highway Authority.

Most open ditch drainage systems are the responsibility of the riparian owner, but the Highway Authority has prescriptive powers to drain the highway into them.

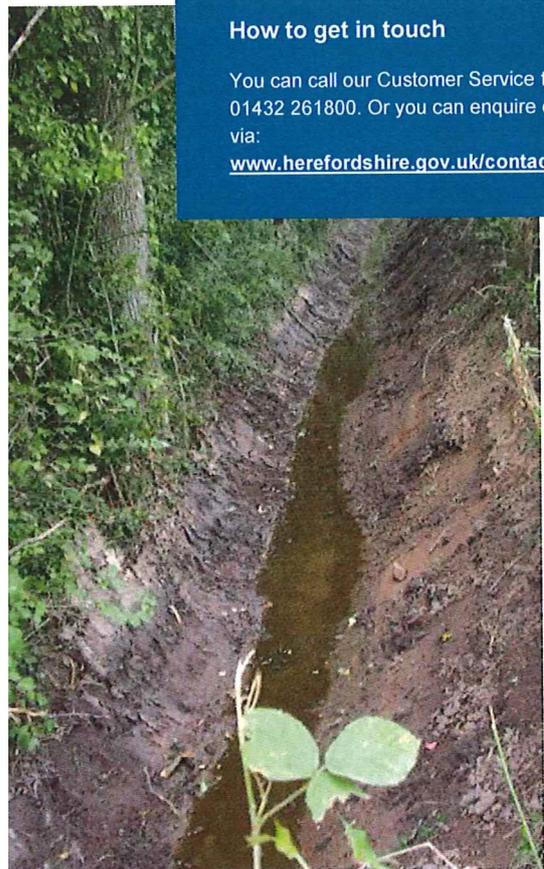
Riparian owners are those who own the land adjoining the highway. You have a duty to keep all roadside ditches clear, with the exception of those created by the Highway Authority for the sole purpose of draining water from the Highway. This duty extends to the entire width of the ditch.

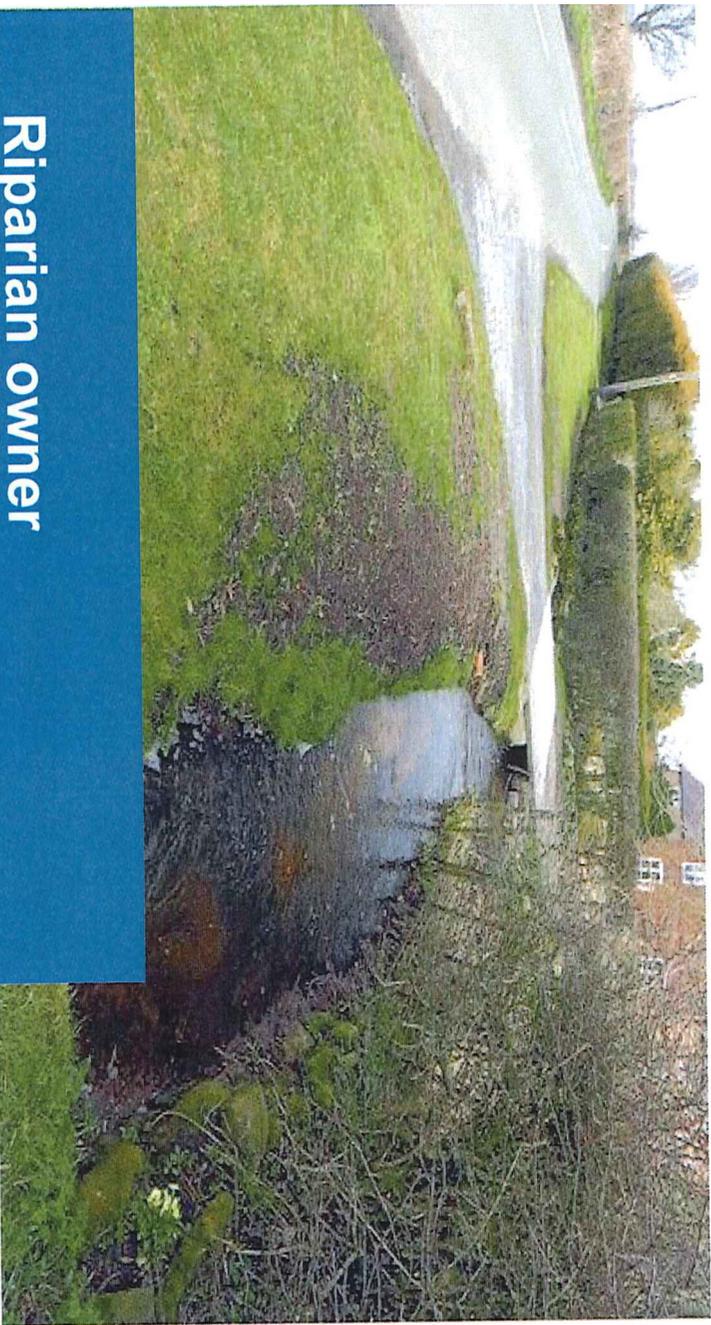
The Highway Authority has powers to cleanse and restore the profile of these ditches. Except in an emergency you will be notified, and a notice served if needed. But, if the Highway Authority does need to put these powers into practice, it doesn't relieve riparian owners of their duties and you may still be charged.

### How to get in touch

You can call our Customer Service team on 01432 261800. Or you can enquire online via:

[www.herefordshire.gov.uk/contactform](http://www.herefordshire.gov.uk/contactform)





# Riparian owner responsibilities

Guidance for Ward Members and Parishes

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3226

## Process for riparian owner responsibilities

Herefordshire Council and Balfour Beatty Living Places are committed to reducing the risk of flooding, as well as maintaining highway conditions by keeping them clear of excess water.

Following significant countywide flooding over recent years, **it is all the more important for us to encourage riparian owners to take responsibility for their ditches and drains.**

We're aiming to do this through increasing awareness, support, and only using enforcement where appropriate.

In the small number of cases where we come up against a lack of cooperation and there's a safety risk to highway users, or significant damage to highway infrastructure, we'll take a more formal approach following the process set out below.

### Further information

[This guidance on the process should be read together with the leaflets \*Ditches and drainage in Herefordshire: Your responsibilities\* and \*Guidelines for riparian owners\*, \[herefordshire.gov.uk\]\(#\) both of which can be found on \[Herefordshire Councils website - Flooding - Herefordshire Council\]\(#\)](#)

**Riparian Owner:** Anyone who has a watercourse, ditch, stream, river or culvert running alongside or within their property boundary.

**Roadside ditches:** Under Common Law, roadside ditches are the responsibility of the riparian owner, which in most cases is the adjacent landowner or property owner.

The Highway Authority have a prescriptive right to drain the highway into roadside ditches. Our rural road network relies on roadside ditches to keep the roads safe and in good condition. These ditches also help manage water to reduce the impact of flooding.

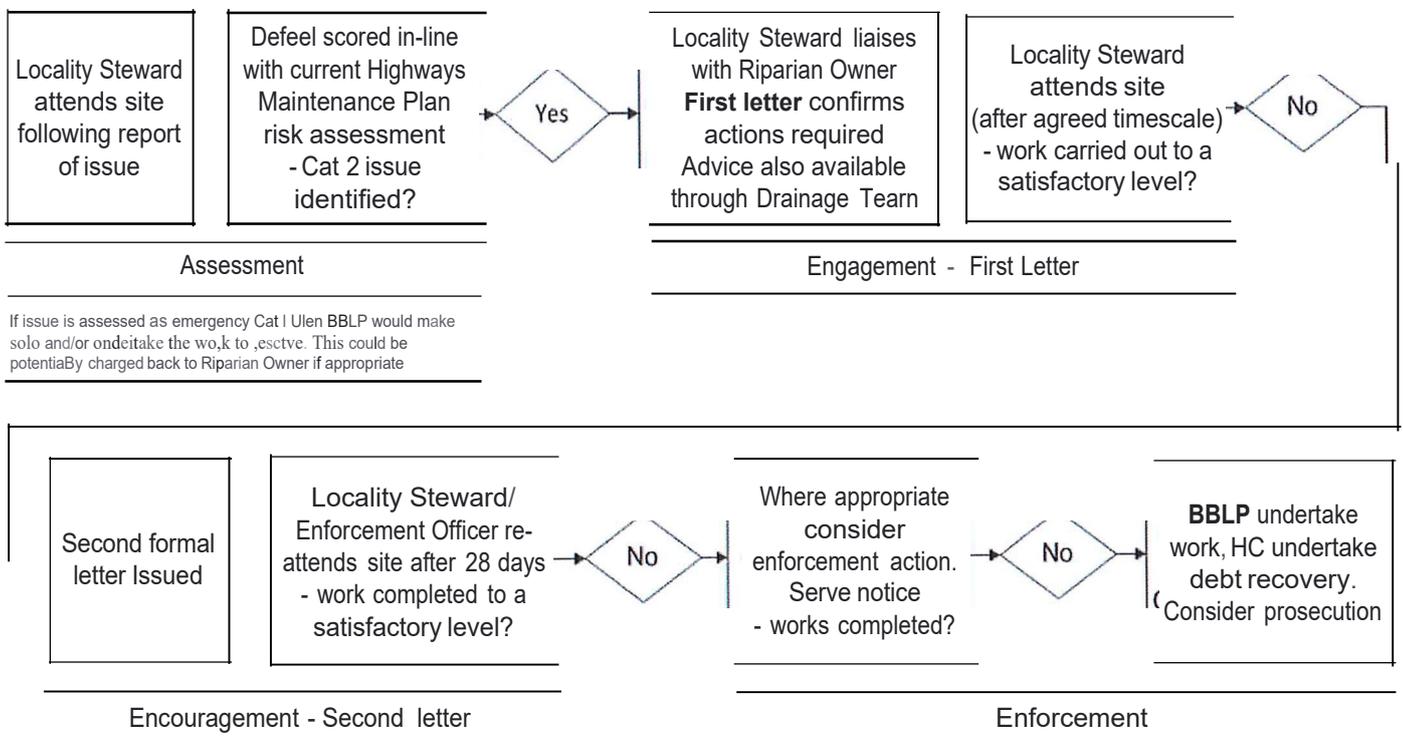
Common issues that affect highway drainage include:

- allowing ditches to become blocked with silt
- failing to keep vegetation under control
- allowing entrances to piped ditches clear

**Maintenance responsibility:** The riparian owner has a duty to maintain these ditches that provide both natural drainage of the land and the highway.

We work collaboratively with owners to address issues which materially affect the highway and, in most cases, owners are generally understanding of their responsibilities and co-operate with maintenance requests.

This process outlines the key steps in assessing, engaging, and encouraging riparian owners to maintain their ditches - before moving to enforcement.



**Ward members and parishes have an important role to play in helping us put this process into practice.**

#### **What issues will go forward through this process?**

When the locality stewards carry out their site-specific assessment, they'll categorise risk using the matrix on pages 30-32 of the [Highway Maintenance Plan](#) as a guide. If it's an emergency, we'll act straight away.

Examples of what we'd consider a risk include:

- Water is clearly flowing onto road from a blocked ditch.
- When the area of flooded carriageway is significant or not easily seen when road users approach.
- If the mitigating actions of highway users will put them in danger, for example swerving into oncoming traffic.

We may have cases where the riparian enforcement process isn't suitable and doesn't meet the council's enforcement policy. For example, where the issues are seasonal, or the capacity of existing drainage is exceeded.



#### **What can you do if you think there's an issue?**

- If you know the landowner and have an existing relationship, you might be able to get in touch and encourage them to take responsibility.
- You could signpost relevant information for them, such as the website link, or send them a copy of the guidance leaflets.
- Spread awareness of Riparian owner responsibilities through your own communication channels
- You can report the issue to Balfour Beatty Living Places, so we can follow it up through the agreed process. If you do report it to us, please give as much information as possible.
  - Online at Herefordshire Council website - [Report highway drainage issues](#) † [Herefordshire](#)
  - Call the BBLP Customer Services Team on 01432 261800



# Guidelines for riparian owners

Good practice for watercourse maintenance

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## Contents

Who is this guide for?	2
Why am I responsible for watercourse maintenance?	3
Why should I maintain the watercourse?	3
The importance of well-maintained watercourses	5
For coding	5
For wildlife	5
Basic steps to help you maintain your watercourse	6
Keep vegetation growth under control	6
Keep watercourses free of debris - such as litter, grass cuttings, fallen trees	Error! Bookmark not defined.
Remove excess silt	7
Piped or culverted watercourses	7
Staying safe when you work on your watercourse	8
Looking after wildlife	9
Timing and frequency of maintenance	10
The right tools for the job	10
Staying legal	11
More help and guidance for you	12

## Who is this guide for?

This is for property and landowners, and their agents, who are riparian owners, looking for guidance on **how best to maintain their ditches**. If working on main rivers, ordinary watercourses or looking to alter the route, shape or capacity of a water course consent may be required (pg 11).

You're a 'riparian owner' if you have a watercourse, ditch, stream, river or culvert running alongside or within your property boundary. This could be anyone from farmers to a house owner with a ditch running at the front of their property. Ditches that run within the limits of the highway don't usually form part of the highway - a ditch like this is the responsibility of the adjacent landowner or householder.

**Landowner for both banks of a watercourse:** If you own the land on both sides of a ditch, you're fully responsible for the maintenance of that watercourse.

**Landowner on one bank of a watercourse, or nearest to the bank:** If you're the closest landowner to the top bank of a ditch, you're usually responsible for the maintenance - to the central line of the watercourse. This is the case even if it doesn't fall within your property boundary set out by your title deeds.

**Landowner on one side of the bank, with highway on opposite bank:** It's well established under common law that roadside ditches are the responsibility of the landowner - not Herefordshire Council, unless you have evidence to prove otherwise. This has always been the case even if Herefordshire Council as highway authority had previously exercised their right to also maintain the ditch the ultimate responsibility still lies with the landowner.



## Watercourses underground

Culverted watercourses are watercourses that have been piped, usually under highways, driveways or housing developments. These are generally connected to an open watercourse at some point, but there might not be any visible signs above the ground. You're still responsible for the piped watercourse which passes through your land if you are the:

**Landowner of the land through which the culvert runs:** If you own the land on both sides of a culverted watercourse, you're fully responsible for the maintenance of that section of the watercourse in your land unless an easement agreement is in place.

**Landowner of the land next to where the culvert runs:** Many culverted watercourses follow the line of the old open ditch and may run along the boundary of properties. In that case, you're jointly responsible with your neighbour for the maintenance of that section of the piped or culverted watercourse next to your land.

June 2021



### Legal responsibilities

As a riparian owner, you have responsibilities for any watercourse flowing through or adjacent to your property.

## What does this all mean?

### Why am I responsible for watercourse maintenance?

If you have a watercourse of any description flowing through or adjacent to your property, you are a riparian owner. Your responsibilities for the watercourse are set out in law in the [Public Health Act 1936](#), the [Land Drainage Acts of 1991 & 1994](#), the [Water Resources Act 1991](#) - as well as some local land drainage bylaws.

### Why should I maintain the watercourse?

As a riparian owner, you should be maintaining the watercourse regularly as part of your regular responsibilities. And, it's especially important to keep an eye on the capacity of our county's land drainage system as we're seeing more regular changes throughout the county - such as new developments and heavier rainfall. There are a variety of reasons why it makes a difference:

- Keeping the land well drained
- Preventing flooding by allowing water to escape efficiently
- Preventing localised flooding
- Controlling surface water
- Maximising all the functions that the watercourse was designed for
- Enhancing the environment
- Reducing landowner liability
- Improving your community

## The importance of well-maintained watercourses

Keeping your watercourse maintained and working well benefits the whole community. Constant flooding is an issue. It can restrict access to properties, make everyday living difficult, and cause considerable expense and inconvenience for anyone that's been flooded. Recent winter weather has highlighted how important it is to maintain watercourses, to keep our land drainage systems working properly.

We've included some helpful 'best practice' information in this guide to help you carry out maintenance along your watercourse. These simple measures, such as working from one bank and not using heavy machinery in the channel, will help you keep your watercourse working in a way that protects the environment and reduces the risks of flooding.

### For flood risk

Watercourses such as ditches and culverts are designed to drain surface water away, before water levels increase to such an extent that puts property, roads, land, and infrastructure at risk of flooding. If the system of ditches and culverts are maintained well, any flooding is mainly likely to affect areas in the floodplain.

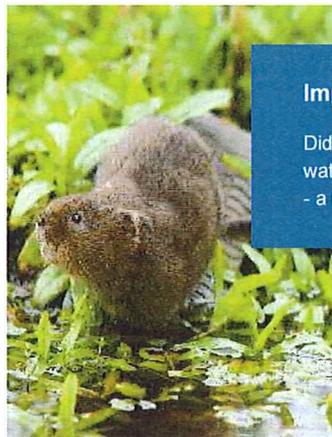
Not all watercourses transport water, some act purely for storage. But, maintaining the capacity of these storage features is still important as they prevent water flooding elsewhere.

For most watercourses you'll find the cost of maintaining is relatively minor compared to the costs of flood damage - not to mention the distress and inconvenience caused if your property floods. In fact, if a flood happens as a direct result of a landowner not carrying out their riparian

responsibilities to properly maintain a watercourse, the landowner could be liable for compensation.

### For wildlife

If a watercourse is carefully maintained, it can create an excellent habitat for wildlife. Careful planning, such as trimming alternate banks each year to remove obstructive vegetation, can help landowners fulfil their riparian responsibilities whilst enhancing the environment. This approach allows wildlife to migrate to opposite sides of the watercourse, rather than be forced to leave the watercourse totally.



#### Impact on wildlife

Did you know, in certain areas watercourses are home to water voles - a nationally protected species?

Removing silt and debris from the watercourse bed is also very important. Again, this can enhance the environment, as well as ensure the free flow of water.

## Basic steps for maintaining your watercourse

It's useful to put together a programme that sets out how often and at what time of year you'll carry out maintenance on the watercourses you're responsible for. You'll find most ditches need some degree of maintenance every year. The best time of year to do major clearance works is from late September into October - once vegetation has already begun to die back naturally and ahead of increased water flow during the winter.

### Things to consider for your maintenance programme

**For open watercourses:** Consider how much vegetation you plan to cut back to make sure the watercourse is able to flow freely. Set out when you'll remove silt from the watercourse bed to maintain the ditch capacity.

**For structures along your watercourse - such as weed screens, grilles, or sluices:**

**You should include a routine for inspection and clearance of structures - especially including times of high flow.**

**For culverted watercourses:** Inspect for blockages or signs of collapse.

#### Keep vegetation growth under control

- It's important to consider any impact on biodiversity. For example, you should minimise mowing of banks around ditches during the animal spawning season\* from March to mid-July.
- We recommend you only cut up to just above the water level on one side of the watercourse, leaving the fringe of the bank uncut. This maintains some habitat whilst enabling a clear flow in the ditch.
- You should remove and dispose of any cuttings from clearance work you do, to keep the watercourse clear and avoid anything causing blockages downstream.

- Some trees may have tree protection orders (TPOs) - if in doubt check with Herefordshire Council.

#### Keep watercourses free of debris

- If you create any organic waste during maintenance of your ditches, you should leave it on top of the bank for a few days • to allow any organisms to find their way back into the watercourse. After this, you can remove the waste and spread any silt onto adjacent land.
- You should completely remove all non-organic waste and disposed of it safely and ensure any necessary waste permits or exemptions are in place.
- If you disturb any debris, make sure it doesn't flow downstream - it could cause problems for other landowners.
- For culverted (piped) watercourses, blockages within the pipe or at an inlet can cause flooding. You can reduce the risk of such blockages with regular inspections and removing debris.
- Culvert inlets often have protective grills to prevent debris entering the pipe and causing blockages. You should clear these regularly, especially following heavy rainfall when debris can accumulate quickly.

## Remove excess silt

Silt naturally builds up in watercourses as vegetation dies back each year. As this happens, it can reduce the capacity of the watercourse or block pipes into and out of the watercourse. There are a few things you can do to counteract this:

- Remove silt along the length of the ditch to make sure it flows properly and in the right direction.
- Where there are pipes going into or out of the ditch, remove silt to the same level or below the bottom of the pipe.
- Try to maintain the original profile and cross section of the ditch, wherever possible. If you alter the gradient, it can change the flow pattern and increase flood risk. Banks with a gradient of 1 in 4 allow for easy maintenance, as well as being suitable for wildlife.
- As long as the silt isn't hazardous, you can put it on the bank of the watercourse. This allows organisms to move back into the ditch. But you need to make sure:
  - this material doesn't then block any other ditches or nearby roads, or stop water draining into the ditch if it would normally do so
  - you deposit the silt as close as possible to where it was dredged from. That is, either on the bank of the watercourse it was taken from or on land directly next to the watercourse
  - if you think the material may be hazardous - for instance if it contains oils - check [guidance online](#) for safe ways to dispose of it or contact the Environment Agency for advice.

## Piped or culverted watercourses

Piped or 'culverted' watercourses are prone to blockage or collapse, and will degrade over time. Where they naturally silt up, they can be difficult to access and clean.

- Blockages at the entrance or inside the pipe can cause flooding. You can reduce such blockages with regular inspections and removing any debris or silt build up as soon as you find it.
- You can either carry out regular inspections yourself or you can use a qualified drainage company. There are many drainage companies that can inspect and clear culverts.
- Culvert entrances and exits often have protective grilles to stop debris getting into the pipe and causing blockages. You should inspect these grilles regularly and clear any debris away. This is especially important during winter or periods of heavy rain, when debris can build up quickly.
- You'll need to agree the design of grilles with Herefordshire Council or the Environment Agency and get permission before you install anything. Poorly designed grilles can cause an obstruction themselves.
- Health and Safety must be your top priority when carrying out culvert maintenance. You should never enter any large culvert without getting qualified advice first.

### Piped or culverted watercourses

Cleaning the inside of a culvert is likely to cost more than maintenance of an open watercourse, due to the specialist equipment required to access it

## Staying safe when you work on your watercourse

When undertaking works within or adjacent to a watercourse, landowners must assess their works to ensure that they can be undertaken without putting themselves or others at any kind of risk. Due to the range of risks posed by both open and culverted watercourses, landowners should assess this on a case-by-case basis.

### Personal safety

In particular, you'll need to consider risks related to:

- silt or mud
- slippery banks near water
  - being in or near deep or fast flowing water
  - being near the highway
  - working with plant or machinery
- being around culverts and enclosed spaces
- cutting down or working near trees If in any doubt you should always seek advice.

Always seek medical attention if you start to feel unwell after working near water

You should wear protective clothing, such as gloves, and cover any cuts or scratches with waterproof plasters to prevent infection. If you get any cuts or scratches whilst you're working near water, make sure you clean them carefully afterwards.

### Public safety

When it is likely that watercourse maintenance will be in proximity to members of the public, on the highway or public rights of way for example, you need to carefully consider how to work safely.

Works on ditches or other features adjacent to the public highway should be carried out in such a way that no operative or item of plant encroaches onto the carriageway unless appropriate and advance signage is used.

- You should only use authorised signs, for example the 'men at work' sign. And, signs must be at least 750mm.
- Make sure signs are positioned to give maximum visibility and warning to other road users.
- Clean the road as necessary during the working day and always at the end of the working day.

If you're planning to do any works that will take place from the highway, you may need to get advance permission. You can contact our street works team via email on [hereford.streetworks@bblivingplaces.com](mailto:hereford.streetworks@bblivingplaces.com) to check.

## Looking after wildlife

Ditches can form very important habitats. They may support important species of flora and fauna that are protected. Or, they could have invasive species that are controlled under the Wildlife and [Countryside Act 1981](#).

### Protected species

Protected species can include native crayfish, water voles, great crested newts, nesting birds, and bats. The Environment Agency on 03708 506 506 can advise you on protected species and any consents required before undertaking maintenance work. If you think the area you want to clear may contain any protected species, you need to get advice before you go ahead. To find out if protected species have been recorded on or near your land, please contact the Herefordshire Biodiversity Record Centre on 01432 260500 or via [hbrcc@herefordshire.gov.uk](mailto:hbrcc@herefordshire.gov.uk). Or, contact [Herefordshire Wildlife Trust](#) who may be able to support.

### Reducing the impact of maintenance works

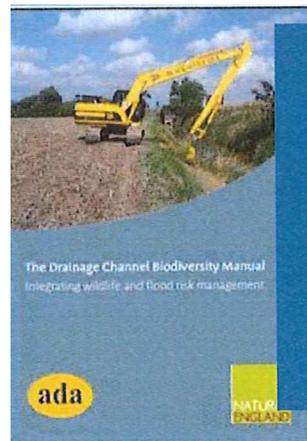
You should consider different methods of maintenance to reduce the impact on the environment - such as:

- using hand tools where possible to clear obstructions, rather than completely clearing a ditch of vegetation using machinery
- changing when you carry out any work to when vegetation has begun to die back - from late September into October. At this time, there should also be no wildlife nesting or breeding.
- check timings with the Environment Agency if working on a Salmonid watercourse
- planning work so that alternate stretches of a watercourse can be worked on each year, to make sure there's always a healthy vegetated

area where wildlife disturbed by maintenance can move to. But, you still need to make sure there's always a clear free flow to water at all times.

### Dealing with invasive species

Some vegetation and animal species are non-native and considered invasive. If you have invasive plants or injurious weeds on your property, you have a responsibility to prevent them spreading or causing a nuisance. You must not plant, or otherwise cause to grow in the wild, any plant listed on schedule 9 of the Wildlife and Countryside Act 1981.



### You can get guidance from the Environment Agency

If you own a larger watercourse, maintain multiple watercourses or are likely to be using large machinery to clean the watercourse you may find the [Drainage Channel Biodiversity Manual](#) useful.

Invasive species frequently found alongside watercourses include Himalayan Balsam, Japanese Knotweed, and Giant Hogweed. You can find more information on how to identify invasive species and their management on the [GB non-native species secretariat website](#).

## Timing and tools for maintenance

It's good practice, for all watercourses, to develop a programme that sets out how often you'll carry out any maintenance.

### What to consider

- Make sure you carry out the majority of your clearance works after vegetation has begun to die back, from late September into October. At this time of year, it's also less likely for wildlife to be nesting or breeding around your ditches. However check if working on a Salmonid watercourse.

#### Good to know

Most watercourses need some form of maintenance every year

It's best to do most work in mid-Autumn - ahead of heavier water flow during the winter

- You should try and carry out maintenance when the water level is at its lowest, when there hasn't been much rain.
- Plan your maintenance so there are stretches of habitat left intact, for example by trimming alternate banks each year. This means there's always a safe area wildlife can move to.
- If protected species have been recorded in your ditches you must make sure their habitats are not adversely affected.
- You'll need to check rubbish or weed screens and grilles regularly all year round - especially when high water flow is anticipated.
- You should remove any debris from ditches as soon as it starts to build up.

- You'll need to inspect culverted watercourses regularly for blockages or signs of collapse. If you can spot such problems before they become an obstruction to the watercourse, it reduces the likelihood of flooding. Many drainage companies will do jet cleaning or camera surveys, at a cost, or you can rod the culvert to check for blockages.

### The right tools for the job

It's better to carry out minor works regularly, to clear obstructions to the water flow, rather than completely remove all vegetation and silt from a watercourse in one go. The tools you'll need will depend on the scale of your watercourse and the extent of work you're doing.

For smaller landowners, such as householders, you can generally carry out maintenance best using hand tools, such as saws and shovels - this is less destructive to habitats, vegetation, and the bed of the watercourse.

Machinery, such as mini-diggers or tractor mounted ditching attachments, can clear large stretches of open ditch quickly. If you're using machinery like this, you still need to consider the sensitivity of the watercourse and plan maintenance to make sure stretches of habitat are left intact. You must also keep in mind the safety of highway users.

For culverted watercourses, you may need specialist tools to clear blockages or to carry out inspections. For this type of work, you can appoint drainage companies or contractors - if you do, it's a good idea to get a range of quotes.

## Staying legal

Whenever you carry out any maintenance to watercourses, you must make sure what you're doing is legal. General maintenance isn't likely to break the law, but if you want to alter the watercourse in any way, you're likely to need permission - Contact Herefordshire Council for advice if this is the case.

**Protected species:** You can contact Natural England to find out if you need permission to do any work on a watercourse that's on or near to a designated nature conservation site, protected site or contains protected species. Many farmers take part in wildlife stewardship schemes, which set clear rules for the maintenance of watercourses. Farmers should check compliance with agri-environment schemes.

**Waste management:** In some cases, ditch spoil or any invasive species you've removed can be categorised as hazardous waste. And, you might need Environment Agency licenses or exemptions - if in doubt check with your relevant Environment Agency office.

**Tree protection:** You must check with your local planning authority and make sure there are no tree preservation orders (TPOs) on any trees you're planning to work on.

**Altering the watercourse:** If you want to alter the route, shape or capacity of any watercourse - open or piped - so as to change the flow, or you wish to build near a watercourse, you're likely to need permission from the regulating body and the relevant landowners.

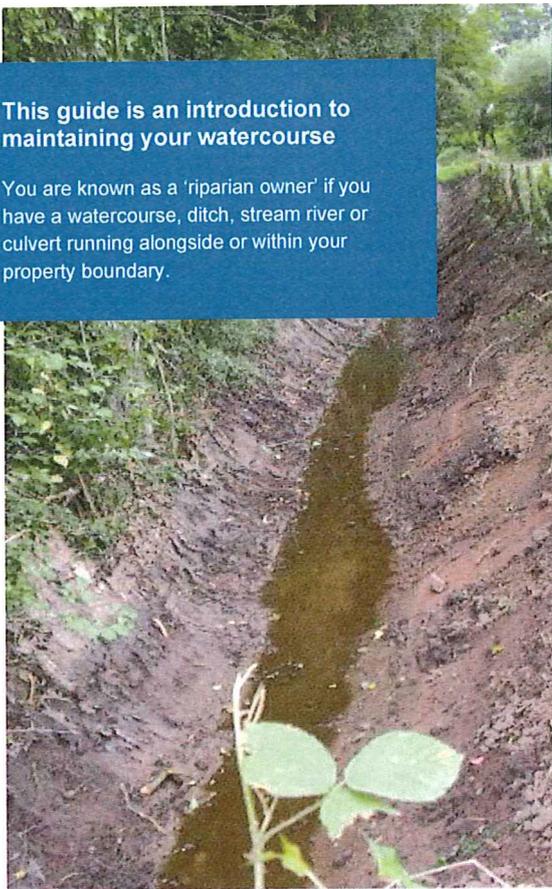
- **Main rivers:** If you want to carry out work on, over, under or near a main river or flood area, you must submit your plans to the Environment Agency and apply for Flood Defense Consent before you make any changes to a structure that helps control floods. You can find more information online: <https://www.gov.uk/flood-defence-consent-england-wales>.
- **Ordinary watercourse:** For works on, over, under or near non-main rivers, that is ordinary watercourses, you'll need to get consent from [Herefordshire CoJ,in\\_cil](#) before you do anything.

### Traffic management

If you think the work you're planning to do will mean the width of the carriageway will be restricted, it could mean you'll need traffic management to keep you and the public safe. If that's the case, you should contact our street works team via email: [hereford.streetworks@bblivingplaces.com](mailto:hereford.streetworks@bblivingplaces.com).

### This guide is an introduction to maintaining your watercourse

You are known as a 'riparian owner' if you have a watercourse, ditch, stream river or culvert running alongside or within your property boundary.



## More guidance for you

### Environment Agency:

[Owning a watercourse - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

For more information on wildlife: <https://www.gov.uk/topic/environmental-management/wildlife-habitat-conservation>

Guidance on managing land for wildlife: <https://www.wildlifetrusts.org/wildlife/managing-land-wildlife>

### Herefordshire Council:

More information on responsibilities for ditches and drains:

- <https://www.herefordshire.gov.uk/roads-1/flooding/6>
- Or you can read the [ditches and drains leaflet](#).

### Others

More details on sewer responsibilities:

<https://www.dwrwymru.com/en/help-advice/wastewater-advice/sewer-responsibilities>

Natural England - [Natural England - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

### Reporting:

You can report a highway defect by using the '[report a problem](#)' page on the Herefordshire Council website or by calling our Customer Service team on 01432 261800.

You'll be able to report defects on the highway, such as highway drainage issues, pothole, road deterioration and many more. And, so long as you give your contact details on the report you make, you'll get automated updates at every stage of the process.





# Guidelines for riparian owners

Good practice for watercourse maintenance

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## Contents

Who is this guide for? .....	2
Why am I responsible for watercourse maintenance? .....	3
Why should I maintain the watercourse? .....	4
<b>The importance of well-maintained watercourses</b> .....	<b>5</b>
For flooding.....	5
For wildlife .....	5
<b>Basic steps to help you maintain your watercourse</b> .....	<b>6</b>
Keep vegetation growth under control.....	6
Keep watercourses free of debris - such as litter, grass cuttings, fallen trees.....	Error! Bookmark not defined.
Remove excess silt.....	7
Piped or culverted watercourses.....	7
<b>Staying safe when you work on your watercourse</b> .....	<b>8</b>
<b>Looking after wildlife</b> .....	<b>9</b>
Timing and frequency of maintenance .....	10
The right tools for the job .....	10
Staying legal .....	11
More help and guidance for you.....	12

## Who is this guide for?

This is for property and landowners, and their agents, who are riparian owners, looking for guidance on **how best to maintain their ditches**. If working on main rivers, ordinary watercourses or looking to alter the route, shape or capacity of a water course consent may be required (pg 11).

You're a 'riparian owner' if you have a watercourse, ditch, stream, river or culvert running alongside or within your property boundary. This could be anyone from farmers to a house owner with a ditch running at the front of their property. Ditches that run within the limits of the highway don't usually form part of the highway - a ditch like this is the responsibility of the adjacent landowner or householder.

**Landowner for both banks of a watercourse:** If you own the land on both sides of a ditch, you're fully responsible for the maintenance of that watercourse.

**Landowner on one bank of a watercourse, or nearest to the bank:** If you're the closest landowner to the top bank of a ditch, you're usually responsible for the maintenance - to the central line of the watercourse. This is the case even if it doesn't fall within your property boundary set out by your title deeds.

**Landowner on one side of the bank, with highway on opposite bank:** It's well established under common law that roadside ditches are the responsibility of the landowner - not Herefordshire Council, unless you have evidence to prove otherwise. This has always been the case even if Herefordshire Council as highway authority had previously exercised their right to also maintain the ditch the ultimate responsibility still lies with the landowner.



## Watercourses underground

Culverted watercourses are watercourses that have been piped, usually under highways, driveways or housing developments. These are generally connected to an open watercourse at some point, but there might not be any visible signs above the ground. You're still responsible for the piped watercourse which passes through your land if you are the:

**Landowner of the land through which the culvert runs:** If you own the land on both sides of a culverted watercourse, you're fully responsible for the maintenance of that section of the watercourse in your land unless an easement agreement is in place.

**Landowner of the land next to where the culvert runs:** Many culverted watercourses follow the line of the old open ditch and may run along the boundary of properties. In that case, you're jointly responsible with your neighbour for the maintenance of that section of the piped or culverted watercourse next to your land.



### Legal responsibilities

As a riparian owner, you have responsibilities for any watercourse flowing through or adjacent to your property.

## What does this all mean?

### Why am I responsible for watercourse maintenance?

If you have a watercourse of any description flowing through or adjacent to your property, you are a riparian owner. Your responsibilities for the watercourse are set out in law in the [Public Health Act 1936](#), the [Land Drainage Acts of 1991 & 1994](#), the [Water Resources Act 1991](#) - as well as some local land drainage bylaws.

### Why should I maintain the watercourse?

As a riparian owner, you should be maintaining the watercourse regularly as part of your regular responsibilities. And, it's especially important to keep an eye on the capacity of our county's land drainage system as we're seeing more regular changes throughout the county - such as new developments and heavier rainfall. There are a variety of reasons why it makes a difference:

- Keeping the land well drained
- Preventing flooding by allowing water to escape efficiently
- Preventing localised flooding
- Controlling surface water
- Maximising all the functions that the watercourse was designed for
- Enhancing the environment
- Reducing landowner liability
- Improving your community

## The importance of well-maintained watercourses

Keeping your watercourse maintained and working well benefits the whole community. Constant flooding is an issue. It can restrict access to properties, make everyday living difficult, and cause considerable expense and inconvenience for anyone that's been flooded. Recent winter weather has highlighted how important it is to maintain watercourses, to keep our land drainage systems working properly.

We've included some helpful 'best practice' information in this guide to help you carry out maintenance along your watercourse. These simple measures, such as working from one bank and not using heavy machinery in the channel, will help you keep your watercourse working in a way that protects the environment and reduces the risks of flooding.

### For flood risk

Watercourses such as ditches and culverts are designed to drain surface water away, before water levels increase to such an extent that puts property, roads, land, and infrastructure at risk of flooding. If the system of ditches and culverts are maintained well, any flooding is mainly likely to affect areas in the floodplain.

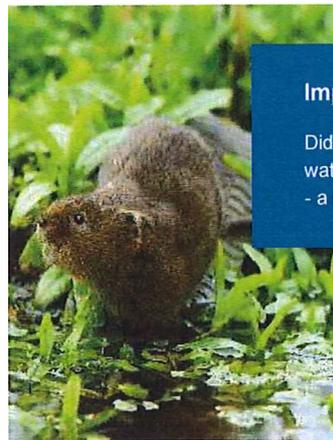
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If a watercourse is carefully maintained, it can create an excellent habitat for wildlife. Careful planning, such as trimming alternate banks each year to remove obstructive vegetation, can help landowners **fulfil** their riparian responsibilities whilst enhancing the environment. This approach allows wildlife to migrate to opposite sides of the watercourse, rather than be forced to leave the watercourse totally.



#### Impact on wildlife

Did you know, in certain areas watercourses are home to water voles - a nationally protected species?

Removing silt and debris from the watercourse bed is also very important. Again, this can enhance the environment, as well as ensure the free flow of water.

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**You should include a routine for inspection and clearance of structures - especially including times of high flow**

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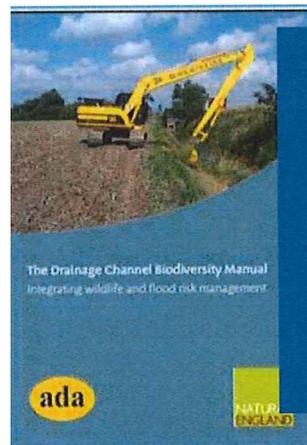
You should consider different methods of maintenance to reduce the impact on the environment - such as:

- using hand tools where possible to clear obstructions, rather than completely clearing a ditch of vegetation using machinery
- changing when you carry out any work to when vegetation has begun to die back - from late September into October. At this time, there should also be no wildlife nesting or breeding.
- check timings with the Environment Agency if working on a Salmonid watercourse
- planning work so that alternate stretches of a watercourse can be worked on each year, to make sure there's always a healthy vegetated

area where wildlife disturbed by maintenance can move to. But, you still need to make sure there's always a clear free flow to water at all times.

### Dealing with invasive species

Some vegetation and animal species are non-native and considered invasive. If you have invasive plants or injurious weeds on your property, you have a responsibility to prevent them spreading or causing a nuisance. You must not plant, or otherwise cause to grow in the wild, any plant listed on schedule 9 of the Wildlife and Countryside Act 1981.



### You can get guidance from the Environment Agency

If you own a larger watercourse, maintain multiple watercourses or are likely to be using large machinery to clean the watercourse you may find the [Drainage Channel Biodiversity Manual](#) useful.

Invasive species frequently found alongside watercourses include Himalayan Balsam, Japanese Knotweed, and Giant Hogweed. You can find more information on how to identify invasive species and their management on the [GB non-native species](#) secretariat website.

## Timing and tools for maintenance

It's good practice, for all watercourses, to develop a programme that sets out how often you'll carry out any maintenance.

### What to consider

- Make sure you carry out the majority of your clearance works after vegetation has begun to die back, from late September into October. At this time of year, it's also less likely for wildlife to be nesting or breeding around your ditches. However check if working on a Salmonid watercourse.

#### Good to know

Most watercourses need some form of maintenance every year

It's best to do most work in mid-Autumn - ahead of heavier water flow during the winter

- You should try and carry out maintenance when the water level is at its lowest, when there hasn't been much rain.
- Plan your maintenance so there are stretches of habitat left intact, for example by trimming alternate banks each year. This means there's always a safe area wildlife can move to.
- If protected species have been recorded in your ditches you must make sure their habitats are not adversely affected.
- You'll need to check rubbish or weed screens and grilles regularly all year round - especially when high water flow is anticipated.
- You should remove any debris from ditches as soon as it starts to build up.

- You'll need to inspect culverted watercourses regularly for blockages or signs of collapse. If you can spot such problems before they become an obstruction to the watercourse, it reduces the likelihood of flooding. Many drainage companies **will** do jet cleaning or camera surveys, at a cost, or you can rod the culvert to check for blockages.

### The right tools for the job

It's better to carry out minor works regularly, to clear obstructions to the water flow, rather than completely remove all vegetation and silt from a watercourse in one go. The tools you'll need will depend on the scale of your watercourse and the extent of work you're doing.

For smaller landowners, such as householders, you can generally carry out maintenance best using hand tools, such as saws and shovels - this is less destructive to habitats, vegetation, and the bed of the watercourse.

Machinery, such as mini-diggers or tractor mounted ditching attachments, can clear large stretches of open ditch quickly. If you're using machinery like this, you still need to consider the sensitivity of the watercourse and plan maintenance to make sure stretches of habitat are left intact. You must also keep in mind the safety of highway users.

For culverted watercourses, you may need specialist tools to clear blockages or to carry out inspections. For this type of work, you can appoint drainage companies or contractors - if you do, it's a good idea to get a range of quotes.

## Staying legal

Whenever you carry out any maintenance to watercourses, you must make sure what you're doing is legal. General maintenance isn't likely to break the law, but if you want to alter the watercourse in any way, you're likely to need permission - Contact Herefordshire Council for advice if this is the case.

**Protected species:** You can contact Natural England to find out if you need permission to do any work on a watercourse that's on or near to a designated nature conservation site, protected site or contains protected species. Many farmers take part in wildlife stewardship schemes, which set clear rules for the maintenance of watercourses. Farmers should check compliance with agri-environment schemes.

**Waste management:** In some cases, ditch spoil or any invasive species you've removed can be categorised as hazardous waste. And, you might need Environment Agency licenses or exemptions - if in doubt check with your relevant Environment Agency office.

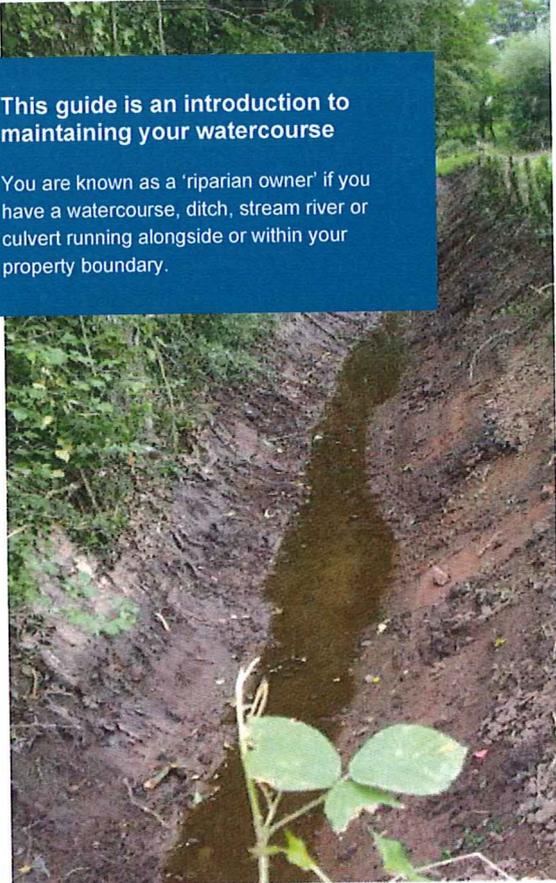
**Tree protection:** You must check with your local planning authority and make sure there are no tree preservation orders (TPOs) on any trees you're planning to work on.

**Altering the watercourse:** If you want to alter the route, shape or capacity of any watercourse - open or piped - so as to change the flow, or you wish to build near a watercourse, you're likely to need permission from the regulating body and the relevant landowners.

- **Main rivers:** If you want to carry out work on, over, under or near a main river or flood area, you must submit your plans to the Environment Agency and apply for Flood Defense Consent before you make any changes to a structure that helps control floods. You can find more information online: <https://www.gov.uk/flood-defence-consent-england-wales>.
- **Ordinary watercourse:** For works on, over, under or near non-main rivers, that is ordinary watercourses, you'll need to get consent from Herefordshire Council before you do anything.

## Traffic management

If you think the work you're planning to do will mean the width of the carriageway will be restricted, it could mean you'll need traffic management to keep you and the public safe. If that's the case, you should contact our street works team via email: [hereford.streetworks@blivin-laces.com](mailto:hereford.streetworks@blivin-laces.com)



**This guide is an introduction to maintaining your watercourse**

You are known as a 'riparian owner' if you have a watercourse, ditch, stream river or culvert running alongside or within your property boundary.

## More guidance for you

### Environment Agency:

[Owning a watercourse - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/water-and-wastewater)

For more information on wildlife: <https://www.gov.uk/topic/environmental-management/wildlife-habitat-conservation>

Guidance on managing land for wildlife: <https://www.wildlifetrusts.org/wildlife/managing-land-wildlife>

### Herefordshire Council:

More information on responsibilities for ditches and drains:

- <https://www.herefordshire.gov.uk/roads-1/flooding/6>
- Or you can read the [ditches and drains leaflet](#).

### Others

More details on sewer responsibilities: <https://www.dwrwymru.com/en/help-advice/wastewater-advice/sewer-responsibilities>

Natural England - [Natural England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/natural-england)

### Reporting:

You can report a highway defect by using the '[report a problem](#)' page on the Herefordshire Council website or by calling our Customer Service team on 01432 261800.

You'll be able to report defects on the highway, such as highway drainage issues, pothole, road deterioration and many more. And, so long as you give your contact details on the report you make, you'll get automated updates at every stage of the process.