

## **Notes of the meeting of the Neighbourhood Development Plan Working Party held on Monday 27<sup>th</sup> January 2020**

**Present:** Councillor Phillip Howells (Chair)  
Nicola Forde (Deputy Chair)  
Nick Fish  
Ian James  
Celia Kellett  
Beverly Kinnaird  
Paul Kinnaird  
Ann Lumb

**Also Present:** Bill Bloxham - Consultant  
Julie Knights – Practice Manager, St Katherine’s Surgery  
Annie Lindon - Note Taker  
Angela Price – Town Clerk

### **78 Apologies and introductions**

Councillor Howells opened the meeting and thanked Angela Price for the copying of the paperwork provided at short notice.  
There were no apologies for absence.  
The matter sharing contacts was discussed.

**It was RESOLVED that all present would be happy to allow their contact details to be shared amongst the Working Party, in line with GDP regulations.**

### **79 Declarations of Interest**

There were no declarations of interest received.

### **80 To receive the notes of the meeting of the NDP WP meeting held on 14 October 2019**

Anne Lumb advised that she did not recall note 72 paragraph 2 and also note 74 paragraph 4.

Ian James advised that he considered note 70 superfluous to the meeting.

**It was RESOLVED that the notes of the Neighbourhood Development Plan (NDP) Working Party from 18 November 2019 were approved, subject to deletion of note 70, note 72/paragraph 2 and note 74/paragraph 4.**

### **81 Notes of the meeting with consultants 9 December 2019**

Ian James commented that this was a useful meeting. Councillor Howells advised the outcome was to have the workshop on the 7<sup>th</sup> January 2020.

**It was RESOLVED that the notes of the NDP Working Party meeting of 9 December be approved. Proposed by Paul Kinnaird, seconded by Councillor Howells.**

### **82 Notes from workshop with consultants 7 January 2020**

This meeting reviewed the work and timescales. As a result of the meeting on 9 December, the Chairman, Ann Lumb, Nicola Ford and Paul Kinnaird all realised that despite what was agreed in December, a rethink concluded that trying to produce a settlement boundary as well as all the other planned

objectives was not achievable within the proposed timeframe. The agreed new and more focused objectives were:

- Produce a settlement boundary
- Conform to paragraph 14 of the National Policy Planning Framework (NPPF)
- Identify where the 825 houses can be built
- Cover green infrastructure
- Identify options for the 12 hectares of business land as part of the core strategy
- Investigate infrastructure options for the priority areas of sports facilities, medical centre and railway station improvements

Review the Design Guide and incorporate into the revised NDP.

It was agreed that things that couldn't be achieved in this stream of work would be worked on as a parallel stream to continue after the NDP has been revised and to be used to inform the next iteration of the NDP and to inform input into the review of the Core Strategy. Carly Tinker will be guiding both streams in the work.

Ian James commented that these were not two streams, but two priorities.

Julie Knights asked if identifying land for the medical centre is still a priority. Councillor Howells advised that when considering land allocation, identification of land for a medical centre, hotel and school will be a priority.

Councillor Howells advised that in terms of new medical facilities only possible locations can be identified at this stage, since it will take a while longer to work out the necessary detail with the CCG (Clinical Commissioning Group), so this work will continue in the second stream.

Bill Bloxham will focus on the revision of the current NDP. Carly Tinker will be driving landscape work which will carry on into the second stream.

**It was RESOLVED that the notes and the discussions were a true record of what happened in the workshop.**

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#### **Recommendations from 7 January 2020 workshop**

Bill Bloxham gave a Powerpoint presentation covering the following.

**a) Revisions of the Schedule of Work and project timeline. Proposals that the work be divided into two stages**

Nicola Forde had done a new project plan up to September and was now waiting for comments from Carly and Sam. Angela Price advised that this had been sent to Carly and Sam. Councillor Howells advised that Sam Banks needed to be kept in touch. Councillor Howells advised that he had set up a meeting with David Tristram, the Funding Officer and invited Nicola Forde to attend.

**b) Proposal that an NDP Steering Group be set up to coordinate all the work and manage all the admin issues**

Bill Bloxham had recommended that there should be a smaller steering group to make sure the project plan is up to date, co-ordinate communications and keep to timescales. Councillor Howells asked for three volunteers. Ann Lumb advised she may be interested.

**It was RESOLVED that Nicola Forde, Ann Lumb and Councillor Howells form the steering group.**

**c) Employment Land – is there a need for employment land allocation in addition to the Core Strategy 12 hectares site?**

Bill Bloxham asked for the group's thoughts on this.

Discussion about the 15 hectares extract from the Core Strategy, 12 of which will be south of Little Marcle Road. Ian James felt that as this land is occupied already it is not viable and Bill agreed. There was discussion about the suitability of access to the site and the widening of the road.

After discussions, Bill Bloxham advised that any land identified had to be deliverable and suitable. Employment land is important in maintaining a sustainable town otherwise people commute out. He advised things to consider were: are sites available, suitable and deliverable? There is a relationship between employment and housing, how critical is the 15 hectares to the population growth? Councillor Howells advised that the LSCA input will be very important in this area.

Bill Bloxham also felt that other small scale employment sites should be considered, and asked if policies needed to be developed for this. 400m<sup>2</sup> retail/office/leisure identified in the town centre would be subject to impact assessment and covered in second stream of the work. Two questions:

- Are there any areas identified for regeneration?
- Do the group want to define a town centre in the plan?

Councillor Howells advised that these questions should be re-visited in the second stream of work and were outside the remit of the revision to the NDP given the refocused objectives.. Ian James felt that this could cause a delay if we did it now.

Discussion about land off Leadon Way and Bromyard Road. Councillor Howells advised that the people working with Carly will be looking at this; land for employment will be a priority, land for retail will not be.

**d) Housing – is there a need for more housing allocation – are there any unmet needs?**

Bill Bloxham provided a breakdown of the housing allocation during his presentation. Bill advised that there are two large sites currently being developed, plus the proposed Viaduct site. Councillor Howells advised that with the development of these sites Ledbury would more than fulfil its housing allocation but just in case any of these sites fail other sites should be considered.

Ian James asked if there would be a problem if the Viaduct site didn't go ahead as we would be required to find an alternative site, but the Viaduct would still be on the Core Strategy. Councillor Howells agreed that there would be a problem and that it was in all our interests that Bloor agree to changing the proposed access to the viaduct site and the development go ahead.

**e) Services and Facilities – should NDP policies be criteria based rather than site specific?**

There was discussion around the need for new primary school but that John Masefield High School did have capacity for expansion.

It was felt that the canal protected area was unclear and Bill queried whether

there was a need to contact the Canal Trust to define the protected area. Angela Price had received a letter from the Canal Trust for membership.

Discussion about proposed/possible sport and recreation areas including on the Viaduct site. 4.5 hectares provided for football and rugby should be enough, and takes into account population growth. Bill Bloxham advised of the need to talk to Herefordshire County Council to identify what they use for their standard and what was their view of the need for further sporting facilities. Nick Fish advised that he had discussions with Ruth Jackson about a combined football facility which was the desired outcome, but also how other sporting facilities could be provided in a combined centre.

As far as current sports facilities are concerned, JMHS have available facilities for their pupils, but the town needed substantial increased sports land to be found and allocated. Bill asked if the working party were looking at other land for possible sports use and Councillor Howells advised that yes, this was a priority for this version of the plan. Nick Fish confirmed that there were ladies football clubs within the town. Nick Fish also advised that the football development plan will incorporate sporting for the disabled and walking football

It was advised that the LSCA will be looking at public access land and privately owned land.

Discussion about a community hub for Ledbury and what this could include. Councillor Howells advised facilities for young people could be a possible use combining a youth centre, scouts area, drop in centre. Ian James asked if this should be located outside the existing settlement boundary, Councillor Howells advised that it will be within it, central to the town and possibly linked with the health facilities. Discussion about the availability of the old youth centre for this Councillor Howells advised that this will be looked at but not at this stage of the plan. Councillor Howells advised that this would possibly be subject to public consultation.

**f) Design Guide. Should the Design Guide be fully revised or tidied up with a view to incorporating it into existing policies into the revised NDP?**

Bill Bloxham advised the group of the need to identify and decide on the current Design Guide. of the guide. He showed Hereford's draft Design Guide. He also advised that the group could specify design guidelines for say regeneration areas if it was decided a new Design Guide should be commissioned. and provide a framework for longer term developments, however he advised this this could be expensive to produce.

Councillor Howells advised that the current Design Guide could be incorporated into the NDP policies where appropriate with some revisions for example to include elements of sustainability. In the longer term a more comprehensive plan should be developed. Ian James advised that the inspector removed reference to the design guide in the adopted NDP partly because it was an appendix. Bill Bloxham to ensure that in the revision of the NDP the Design Guide policies are properly incorporated and evidenced.

Bill finished his presentation and said that the comments made had been helpful to him.

### **Template for Record Keeping**

Councillor Howells advised that it was an urgent requirement that we have the website and social media sites showing all the documents the group have been producing, using either the current Ledbury Town Council Website or re-instantiate the old Neighbourhood Development one, and keep the sites updated.

Councillor Howells advised that Herefordshire County Council have organised a workshop for those revising NDPs at which he hoped to discuss document storage and standard filing to be held on 3 April 2020. He advised that he was attending and asked for two other people to attend. Ian James asked that two levels of access should be considered and that only completed works be published for public access and draft items should remain in a closed group. Dropbox was suggested, Nicola Forde advised that any electronic storage facility should be secure. It was agreed that a responsible person be identified for updating.

**It was RESOLVED that Angela Price add Website and Social Media for the NDP Revision to the ICT Working Party Agenda.**

**It was RESOLVED that Councillor Howells and Angela Price look at resources required to provide electronic and hard copy storage and availability of funding.**

### **85 LCSA baseline evidence gathering – report on progress**

Nicola Forde and Ann Lumb were working on this. Middle of March for baseline evidence for landscape work, end of May for final draft, public consultation in June and all information to Bill at the end of July with the final report ready at the end of August. SEA end of September. Councillor Howells asked all members to look at the list and see where they could help.

The proposed LSCA capacity study area boundary map was provided. The group was advised that Carly Tinker suggested the area marked with red should be the outside boundary to be assessed for residential, employment and other development sites for the future between now and for the 2030-40 likely period of the next core strategy, and from which a final settlement boundary would be refined. Councillor Howells asked everyone to look at this and feed back into the steering group. Nick Fish requested that the boundary around Heineken needed to be enlarged following the discussions around football pitches.

Discussion about use of burial land, Angela Price advised that 3-4 years was required from point of identification to point of use. Ian James advised that Carly needed to know if this was required in terms of planning. Councillor Howells thanked Ian James for this point and confirmed that he had made a note of this.

**It was RESOLVED that Nick Fish speak to Carly Tinker about the boundary around the Heineken site and Nicola Forde and Nick Fish to undertake to get this changed.**

### **86 Confidentiality Agreement and Declaration of Interest**

Councillor Howells advised that a Declaration of Interest form and a confidentiality agreement would be drawn up and all would be expected to sign as part of membership of the NDP Working Party.

Ann Lumb advised that Carly Tinker had advised that anyone doing fieldwork would require a letter of authorisation. Angela Price advised that she had this and, once signed by Councillor Howells, will distribute.

**It was RESOLVED that Angela Price will draw up a Declaration of Interest Form and a Confidentiality Agreement. Sam Banks may have a template that could be used to help with this.**

**It was RESOLVED that all members of the NDP Working Party be required to sign the Declaration of Interest Form and the Confidentiality Agreement.**

**It was RESOLVED that a signed letter of permissive authorisation be provided to members as required.**

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**Dates of next meetings**

Next meeting Monday 2 March 2020, 7.30.

Further meeting, provisionally, 20 April 2020, 7.30.