

LEDBURY NEIGHBOURHOOD DEVELOPMENT PLAN ACTION INDEX 2018-2021

Version dated: 09/05/2021

Action needed and decisions made (recorded from notes and organisation/individual inputs)						
A list of all suggestions for consideration by the NDP WP from committee meetings, working parties and feedback other than from the formal public consultation, captured for the record including decision taken.						
Filing section headings	Date	Subject (key words)	Action needed	Decision summary	Comments	Done v
1.0 Admin, governance and funding						
1.1 Admin						
Ledbury Town Council- NDP confidentiality agreement	01/01/21	Signatures	All WP members need to sign by end Feb 21			
Ledbury Town Council Declaration of interest	01/01/21	Declarations of interest	Confirm with LTC whether all members of the WP need to complete a Declaration of Interest			
Hold meeting with Councillors to brief on NDP & decision options	01/01/21	Councillors NDP briefing	Ensure all Councillors know more about NDP process and make decision on areas for the updated NDP to cover relative to timescales	Clerk arranging for evening either 25th or 26th January 21	Held 25th January; new status and action plan for the NDP agreed to put to ED&P and Council for approval	v
1.2 Funding and budget						
Draft grant application(s) to be agreed by SG in early January	01/01/21	Funding grant applications	Agree with Dave Tristram then prepare with Angie to submit before end Jan 21	Timescales and application process agreed with Dave and the Clerk by the NDP SG	Applications now proceeding	v
Apply for first Localities grant	01/02/21	Grant application	Apply for £5,000 localities grant for period to 31st March 2021	Clerk registered and application sent in	Approved and money received Feb 2021	v
Apply for Awards for All Grant	01/03/21	Grant application	Apply for £10,000 Awards for All grant for 12 month period to 31st March 2022	Clerk registered and application being completed		
Apply for second Localities grant	01/03/21	Grant application	Apply for £5,000 localities grant for 12 month period to 31st March 2022			
Apply for Malvern Hills AONB grant contribution	01/03/21	Grant application	Apply for grant of up to £1,000 from the Malvern Hills AONB Management Board	Agreed a grant in principle up to £600; ANOB asked LTC for bank info to send an order for BACs payment	£600 grant received	v
Complete grant use return form for first Localities grant	01/05/21	Grant use return	Submit grant use form once spent			
Complete grant use return form for Awards for All grant	01/03/22	Grant use return	Submit grant use form once spent			
Complete grant use return form for second Localities grant	01/03/22	Grant use return	Submit grant use form once spent			
1.3 Objectives and terms of reference						
1.4 Project plan						
2.0 Communications and consultation						
2.1 Documentation						
Produce communications and consultation process plan	01/01/21	Consultation process	Update draft document to final version for approval by committees by end Feb 21	Produced and confirmed by Council in v6	Will be updated as consultation proceeds as necessary	v
Record of all comms actions with date sent, to whom, how, quantity and number of responses	01/02/21	Communications activities record	Produce spreadsheet and update with all communications activities as they happen	Form set up and is completed/updated as comms and promotion activities take place		v
Detailed record of all communications responses by individual response with decision on how considered and included in the NDP	01/02/21	Detailed record of consultation responses	Produce spreadsheet using template from the current adopted NDP	Spreadsheet template set up and completed/updated by WP Deputy Chair as 1st public consultation proceeds.	Template will be used for subsequent consultation rounds	v

Review Ledbury Town Plan for any NDP related actions	07/08/19	Town Plan data input	Review Ledbury Town Plan and questionnaire responses since it is felt there could be useful data to use in the evidence base			
Review Ledbury Corporate Plan for NDP related tasks - especially ED&P and E&L committees elements of the corporate plan	01/01/21	Corporate plan NDP input	Review Ledbury Corporate plan for objectives and aspirations to be reflected in NDP policies .Clerk to send update copy of ED&P and E&L corporate plan priorities in Feb 2021			
2.2 1st public consultation						
2.3 Reg 14 consultation						
2.4 Reg 16 consultation and adoption						
3.0 Consultants and Herefordshire Council planning support						
3.1 Tender invitations and responses						
3.2 Bill Bloxsome						
3.3 Carly Tinkler						
3.4 Sam Banks and NDP support team at Herefordshire Council						
4.0 Key issues						
4.1 Employment						
Rest of business consultation letters to be sent	01/01/21	Town centre consultation	Rest of business consultation letters to go to all town centre retailers and businesses (approx 175 by hand) by mid-Jan 21	Discussion of whether hand delivery was allowed, check data for addresses if available from Herefordshire Council? In the end concluded it was legal to hand deliver and rest of business letters hand delivered around the town in early February 2021.	In total, 76 letters were posted initially to larger business around the town in Dec 20, 48 sent by email specifically to Traders Association Members and then 165 hand delivered to all businesses of all types around the town centre (duplicating Trader members in most cases)	v

Review retail policy in the existing plan to re-define the town centre and revisit retail type uses preferred. Refer to new document in classification of retailers/businesses and which are supported by the NDP - Change to use classes from 1 September 2020	08/10/20	Redefine town centre area	A result of questions over NDP application to planning applications in the town centre at the ED&P meeting held 8/10/20 and a later 2021 meeting with HC planners over the Deeley application impact on the town centre. Need to re-write the current retail policy to expand the town centre area definition, combine different primary and secondary areas into one, review retail categories supported or not and clarify change of use conditions supported	Question in the 1st public consultation survey included to feed into policy formulation and identified consultees added to comms and consultation document		
From the Ledbury Corporate Plan as an ED&P committee related NDP action	17/01/21	Achieve sustainable growth	Work with county council planners and local landowners to achieve sustainable growth by bringing forward local employment sites alongside new homes and improved community infrastructure	Consider as being adequately reflected in the employment topic guide		
4.2 Herefordshire & Gloucestershire Canal Trust						
4.3 Medical facilities						
4.4 Neighbouring NDP parishes						
4.5 Railway station						
From the Ledbury Corporate Plan as an ED&P committee related NDP action	17/01/21	Railway station access	Work with local stakeholders, landowners and HC planners to improve facilities at/serving the train station	Already a major objective of the NDP revision		
4.6 Sport and fitness (including football)						
Nick Fish to provide info. on football site options that had been considered over the years	31/12/20	Sports site options	BB identified need to list site options considered for football to include in the topic guide, before end Jan 21	List of sites considered and assessment comparison outcomes produced and completed by SG member Ann Lumb provided to BB for inclusion in the topic guide	Ledbury football clubs confirmed all sites considered had been included	v
From the Ledbury Corporate Plan as both an ED&P and E&L committees related NDP action	17/01/21	Sporting land availability	Work with the community and stakeholders to ensure land for sporting activities is available	Already a major objective of the NDP revision		
5.0 Design issues						
Light Pollution from Bromyard Road Industrial estate	16/02/21	Dark skies policy	Add dark skies policy element of design guide content in the relevant policies as suggested by HC planner Carl Brace	Cllr John Bannister to produce a guidance paper for inclusion of content into the policies where relevant		

Review if and how to mention the issue of affordable (as in the socially affordable definition particularly) housing, either in the housing policies and/or in the design content of the respective NDP policies	20/02/21	Affordable housing	Given this is a formal housing strategy of HC and growing importance, consider if and how it can be mentioned/referred to in this revision of the NDP			
6.0 Green spaces and recreation						
6.1 Community gardens						
From the Ledbury Corporate Plan as an E&L committee related NDP action	17/01/21	Community gardens	Encourage the development of community gardens and community gardening schemes.	Already a specific objective of the NDP to identify suitable land		
6.2 Footpaths and cycleways						
Slow Ways Project delegated to the NDP WP to reflect in its policies by LTC ED&P committee 9/7/20	09/07/20	Slow Ways Project	NDP WP to reflect/take into account in its footpaths related topic guide & policies			
From the Ledbury Corporate Plan as an ED&P committee related NDP action	17/01/21	Record PROws, footpaths, cycle and bridleways	Plan to map/record all the footways as well as the PROw, cycle and bridleways in the parish. Identify extensions and enhancements to the network and promote the walking and cycling opportunities in the area. e.g. Herefordshire has a Walking Festival which we could take a more active part in. To be carried out via NDP working parties	Consider as being adequately reflected in the sports and recreation topic guide and LVBA paper		
6.3 Public green spaces						
From the Ledbury Corporate Plan as both an ED&P and E&L committees related NDP action	17/01/21	Expand public access spaces	Maintain and expand the availability of quality public access spaces for recreation and leisure	Already a specific objective of the NDP to identify suitable land		
6.4 Other green spaces and recreation areas						
Consider protecting Ledbury Park in policy terms within the settlement boundary	10/12/20	Ledbury Park in the Settlement boundary	Raised by Cllr Harvey ED&P meeting 10/12/20			
Include Queens Walk, Bye Street Garden and the Walled Garden as areas given a formal HC 'Licence to Cultivate' to LTC in the NDP	11/03/21	Licences to Cultivate	ED&P 11/03/21 approved request to apply for a licence to cultivate to add to current Walled Garden licence - areas to be identified in the NDP green spaces & recreation content			
From the Ledbury Corporate Plan as an E&L committee related NDP action	17/01/21	Allotments and space to grow food	Consider how best to exercise the parish power for the provision of allotments and to encourage local people to make better and more healthy food choices	Consider as being adequately reflected in the green spaces topic guide with suitable land identification		
7.0 Herefordshire Council planning						
8.0 Landscape and Visual Baseline Assessment						
NF to send out map to WP to locate and submit views	31/12/20	Key views paper	Produce a key views paper to include in the landscape topic guide by end Jan 21			

Share the LSCA (now an LVBA - Landscape and Visual Baseline Assessment) and identified potential development sites assessment work with Herefordshire Council	04/08/20	Share LSCA with HC	Request from Herefordshire Coouncil's Economy & Place directorate in letter dated 4/8/20 to share LSCA work as input into the review of the next Local Plan Core Strategy as agreed by ED&P minute no P258	To contribute proactively with evidence to the emerging new Core Strategy/Local Plan is a key objective of the revised NPD so agreed this would be done once work completed		
9.0 Maps and plans						
10.0 Meeting agendas						
10.1 Agendas - Working Party						
10.2 Agendas - other meetings						
11.0 Meeting notes						
11.1 Meeting notes and meeting packs - Working Party						
11.2 Meeting notes - Steering Group						
11.3 Meeting notes - Other						
12.0 Settlement boundary						
SG to revisit issue of Bovis small triangle of land shown at south end of the current approved site to remove it as being green space?	05/01/21	Bovis site south corner take out of SB?	Check location/spec to confirm it should be removed and redrawn SB line accordingly			
If planning permission is refused for Barratts 2nd Phase application for the erection of 46 dwellings consider taking out of the SB on account of cheese factory noise?	26/01/21	Barratts 2nd phase	Given the application was refused iin January 2021, now considering including into the SB map with polly proposals for employment land along with the refused Deeley proposal application for the corner site by the Ross road roundabout .			
Consider including the route of the Northern extension of the bypass which was saved in the original Herefordshire UDP	10/12/20	Northern extension Ledbury bypass	Raised by Cllr Harvey ED&P 10/12/20, minute P328			
Consider protecting Ledbury Park in policy terms	10/12/20	Ledbury Park protection	Raised by Cllr Harvey ED&P 10/12/20, minute P328			
Include proposed sites on either side of the bypass for the access to and foundations for a new cycling and walking footbridge to be built from between the two Bovis and Barratts sites across the ring road, allowing for a route across the fields into the Shepherds Close area.	01/01/21	Footbridge across the bypass	After being iscussed in meetings over options for active travel links from the south of the bypass developments into the town, now needs to be considered in the NDP			
Review if and how to mention the issue of affordable (as in the socially affordable definition particularly) housing, either in the housing policies and/or in the design content of the respective NDP policies	20/02/21	Affordable housing	Given this is a formal housing strategy of HC and growing inportance, consider if and how it can be mentioned/referred to in this revision of the NDP			

13.0 Previous 2019 adopted Ledbury Neighbourhood Development Plan 2018-2031						
Ledbury Neighbourhood Development Plan 2018-2031	01/01/21	Consolidate files	Reduce 3 sections on website & PC file to one, remove from NDP into page and re-post into the supporting documents page on the website.			
14.0 2021 Revised version of the Ledbury Neighbourhood Development Plan 2021-2031						
Future considerations for next iterations of the NDP						
From the Ledbury Corporate Plan as an ED&P committee related NDP action	17/01/21	Community led housing schemes	Consider the introduction of community led housing schemes	To be considered in next iterations of the NDP		
From NDP WP member Steve Glennie-Smith when reviewing the 1st round of public consultation documents	27/04/21	Provision of public amenity infrastructure	Infrastructure - not covered in this revision of the NDP. Of particular importance are the sewage and waste (tip) sites: neither is adequate for expansion of the town within the 2021-2031 timeframe. Herefordshire Council recently gave itself planning permission to extend operating hours of the tip to a full day on Sundays - which took effect from 2nd May 2021, and to allow expansion of the site (without specifying where to). Three full days will not be sufficient within the NDP timeframe, especially if the inconvenient booking system remains. If the tip is extended northwards, it would be into woodland that is a valuable wildlife habitat - and it would affect the Town Trail. If southwards, that would be into the sewage site, which will definitely not be adequate as it stands by 2031. So we need to consider how the sewage site could expand, or a location for a second site - or relocation of the tip to make that land available for the sewage site.	Recommended to be considered in next iterations of the NDP		