

## Ledbury Neighbourhood Development Plan Review – Fee Proposal

The following Fee Proposal is submitted by Bill Bloxsome, MRTPI (RTPI registration number 22798)

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### Consultant's Brief

It is understood from the two documents forwarded that the brief for the consultant is to review the adopted NDP in relation to:

#### **Primary Tasks**

- To define options for a settlement boundary, taking into account, in particular, landscape sensitivity;
- To facilitate public and stakeholder consultation upon the options.

#### **Additional Tasks**

- Advise upon a policy to cover green infrastructure;
- Advise upon a revision of the Ledbury Design Guide so as to include it as a policy in the NDP.
- Suggest amended policies to cope with expected town growth in the key areas of:
  - sporting/recreation and open space provision;
  - additional infrastructure requirements including medical/health, education and employment facilities.
- To rectify contradictions, anomalies and omissions in the current NDP (2018) including adding new policies based on the new evidence.

In considering these tasks, the following should be taken into account:

- The criticisms contained in the Examiner's report in reference to policy BE1.2 of the draft NDP
- The National Planning Policy Framework, especially Para 11 relating to a presumption in favour of sustainable development and e.g. Para 79 relating to the development of isolated homes in the countryside in certain circumstances.
- The Herefordshire Council Core Strategy 2011 to 2031 – in particular Policy RA3 relating to similar development to that identified in NPPF para 79.
- Promoting forms of objectively assessed development needs that are identified in the NDP but may otherwise be located outside the proposed settlement boundaries.

- to assess the extent of sites necessary to meet the anticipated minimum 5-year housing supply requirement within the Core Strategy.
- The need to provide substantive evidence that would lead to the recommendation of such options for a settlement boundary.
- Surveys undertaken as background to and evidence base for the current Ledbury NDP.

Task No	LTC Description of Task	Consultant's Proposal	Fee Proposal
<b>Primary Tasks</b>			
<b>1</b>	<p><b>Settlement Boundary</b> To identify options for a settlement boundary for Ledbury that will be strong and defensible in order to stand up to scrutiny of an NDP Examination.</p>	<p>1. To devise a proportionate set of sustainable development criteria with the Town Council against which to determine settlement (development) boundary options. (The approach will utilise Herefordshire Council NDP Guidance Note 20).</p> <p>2. To review any previous NDP evidence base, reports and documentation, and source and present other material to be used as the basis for assessment against the criteria.</p> <p>3. Landscape sensitivity would be a major criterion within the settlement boundary assessment. The brief suggests that a proposal for a Landscape Sensitivity Assessment is sought. No provision is included within this proposal for a landscape sensitivity assessment. This consultancy would work with any landscape consultant appointed by the Town Council, should this be required. As an alternative, Herefordshire Council's Urban Fringe Sensitivity Analysis<sup>1</sup>, so far as it relates to Ledbury,</p>	<p><b>1,541.10</b></p> <p><b>(+ HER data @ £105 + VAT + HBRC data @ £150 + VAT if required<sup>2</sup>)</b></p>

<sup>1</sup> [https://www.herefordshire.gov.uk/downloads/download/187/urban\\_fringe\\_sensitivity\\_analysis\\_2010](https://www.herefordshire.gov.uk/downloads/download/187/urban_fringe_sensitivity_analysis_2010)

<sup>2</sup> This might include information from Herefordshire Historic Environment Record and Herefordshire Biological Record Centre (Costs shown separately in case you have obtained this already for the current NDP).

		<p>would form the basis for an assessment to which other published or otherwise available material might be added.</p> <p>4. To review housing sites submitted through previous calls for sites and/or any further call for sites presenting in ranked order in relation to the sustainable development criteria (1 above).</p> <p>5. To produce a draft report of the above containing options arising from the assessment as the basis for public consultation.</p> <p>6. To produce a final report following public consultation, taking into account representations received and indicating how the results might be taken forward into the reviewed NDP.</p> <p><b>Existing evidence (basis for gap analysis)</b></p> <ul style="list-style-type: none"> <li>• Herefordshire Guidance Note 20 on settlement boundaries;</li> <li>• Previous settlement boundary (Herefordshire UDP);</li> <li>• Malvern Hills AONB Management Plan</li> <li>• Urban Fringe Sensitivity Analysis (HC – see footnote 1 above);</li> <li>• Landscape Character Assessment (HC)</li> <li>• Historic Landscape Characterisation – sensitivity analysis (HC – see footnote 2 above; obtainable from Herefordshire HER);</li> <li>• Strategic Environmental Assessment (HC);</li> <li>• Natural Environment data (HC – see footnote 2 above; obtainable from Herefordshire BRC);</li> </ul>	
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<b>2</b>	<p><b>Public Consultation</b></p> <p>To present the options in a succinct manner suitable for use in public consultation and display presentation so that the public may have a choice and be stimulated into making constructive comments on the ideas presented, leading to clear support for one solution.</p>	<p>To plan the consultation, attend a ½ - day event, and analyse the information.</p> <p><b>Existing evidence (basis for gap analysis)</b></p> <ul style="list-style-type: none"> <li>• Current Ledbury NDP Consultation Statement</li> <li>• Evidence produced for current Ledbury NDP.</li> </ul>	<b>£1,114.80</b>
<b>3</b>	<p><b>Stakeholder Consultation</b></p> <p>To identify and consult with relevant stakeholders on proposals including Herefordshire Council, neighbouring parishes and the Malvern Hills AONB authority. This will include, in particular liaison with Neighbourhood Development team at Herefordshire County Council to ensure the NDP revisions take into account the review of Herefordshire Local Plan Core Strategy.</p>	<p>Informal consultations will be carried out as an element of other tasks and costed within those.</p> <p>In relation to formal consultation under Regulation 14, the approach proposed is to provide email addresses and draft emails to send out by the Parish Clerk/NDP Steering Group Secretary. The quote is on this basis.</p>	<b>£80.00</b>

4	<b>Reporting to Town Council</b>	<p>The Inception meeting will be met within the above costs. Two meetings to agree sustainable development criteria will be covered within the above costs (Task 1). Two meetings to agree consultation material and arrangements will be covered in the above costs and attend a consultation event (Task 2).</p> <p>Other meetings attended will be charged at £40 per hour plus travelling. <b>The amount will be determined according to the reporting regime required by and agreed with the Town Council.</b></p>	<b>(£40 per hour plus travelling as required)</b>
<b>Additional Tasks</b>			
5	<b>Green Infrastructure</b> To include policies setting out the town's approach to green infrastructure.	<p>This will involve a gap analysis of available information, including a review of Herefordshire Council's Green Infrastructure Strategy, Ecological Network information, playing pitch and opens space studies so far as they relate to Ledbury to identify what further local information is required. The development of a specific policy and/or further policies and proposals adding to the approaches proposed for Ledbury Strategic Corridors, Enhancement Zones and Fringe Zones (Herefordshire Green Infrastructure Strategy) will be explored.</p> <p>The analysis and suggested approach will be presented in a separate (electronic) report on Green Infrastructure with policy recommendations to take forward into the NDP.</p> <p><b>Existing evidence (basis for gap analysis)</b></p>	<b>£1,285</b>

		<ul style="list-style-type: none"> <li>• Green Infrastructure Strategy (HC).</li> <li>• Green Infrastructure Study (Amey Ltd and HC)</li> <li>• Building Biodiversity into the LDF (HC)</li> <li>• Ecological Network Map (HC)</li> <li>• Natural Environment data (HC – see footnote 2 above; obtainable from Herefordshire BRC);</li> <li>• Strategic Environmental Assessment (HC);</li> <li>• Evidence produced for current Ledbury NDP.</li> </ul> <p><b>Note 3</b> - The brief does not indicate whether you wish to have a Biodiversity Conservation and Enhancement Plan as part of this work. The consultant has worked with Herefordshire Wildlife Trust to integrate such a plan into Almeley NDP. The timescale for the bid has not enabled any costing of such work but we would be happy to obtain a quote should this be required.</p>	
<b>6</b>	<p><b>Ledbury Design Guidance</b> To include the Ledbury Neighbourhood Plan Design Guide as an intrinsic part of the document rather than, as currently, as a complementary document which has no weight in planning terms.</p>	<p>To draft design policies, conservation area policy, and incorporate design matters into other policies where appropriate.</p> <p><b>Existing evidence (basis for gap analysis)</b></p> <ul style="list-style-type: none"> <li>• Ledbury Design Guide;</li> <li>• Herefordshire Council’s Design Guide;</li> <li>• Malvern Hills AONB Management Plan and any associated documents;</li> <li>• Ledbury Rapid Townscape Assessment;</li> <li>• Highway Design Guide (HC);</li> <li>• Evidence produced for current Ledbury NDP.</li> </ul>	<b>£560.00</b>

		Note 4 – It is understood Herefordshire Council has not produced a Conservation Area Appraisal.	
<b>7</b>	<p><b>Recreation and Open Space</b> To recommend amendments to policies covering sporting/recreation/open space to cope with expected growth.</p>	<p>This would be covered largely by work on the approach to green infrastructure. Provision for additional evidence gathering, reporting that may be required and also for reporting upon the need for and content of any policy amendments.</p> <p><b>Existing evidence (basis for gap analysis)</b></p> <ul style="list-style-type: none"> <li>• County Open Space Study (HC);</li> <li>• Play Facilities Study (HC);</li> <li>• Playing Pitch Assessment (HC);</li> <li>• Infrastructure Delivery plan (HC);</li> <li>• Evidence produced for current Ledbury NDP.</li> </ul>	<b>£120.00</b>
<b>8</b>	<p><b>Infrastructure and Employment</b> To recommend amendments to policies covering medical/health/education and employment facilities to cope with expected growth.</p>	<p>On the basis that the task involves amendments to existing policies, this may involve some additional evidence gathering and reporting upon the implications of growth for these areas of concern.</p> <p><b>Existing evidence (basis for gap analysis)</b></p> <ul style="list-style-type: none"> <li>• Infrastructure Delivery plan (HC);</li> <li>• Employment Land Study (HC);</li> <li>• Joint Strategic Needs Assessment (HC);</li> <li>• Evidence produced for current Ledbury NDP.</li> </ul>	<b>£280.00</b>
<b>9</b>	<p><b>Consequent Changes</b> To identify and recommend changes to rectify contradictions, anomalies and omissions in the current</p>	<p>A review will be undertaken of all other policies within the NDP, a consistency check, correlation with any comments made by the Examiner and Government policy updates. This will be presented in table form.</p>	<b>£280.00</b>

	NDP (2018) including adding new policies based on the new evidence.		
	Potential Total	<b>Excludes reporting requirements to Town Council, data from HER and HBRC+ purchase of base maps from Hoople if required.</b>	<b>£5,260.90</b>



## Review of Ledbury Neighbourhood Development Plan - Consultancy Team



Bill Bloxsome

Bill is a chartered Town Planner (BA Hons, MRTPI) with over 35 years' experience in local government and over 40 years in town planning generally. His roles have included planning, strategy and implementation in economic development, infrastructure and housing. He managed Herefordshire Council's Conservation team, including archaeology, historic buildings and areas, landscape, biodiversity and trees.

Bill has a deep passion and understanding of rural areas and market towns. He works as a planning consultant, specialising in the support of neighbourhood planning groups, and also facilitates the Herefordshire Nature Partnership. He has been involved in some 30 neighbourhood planning projects.



Maxine Basset

Max is an established researcher with over 15 years' experience, she has supported many neighbourhood development plans, including organising engagement events with local communities, setting up online surveys and analysing this data to enable neighbourhoods to develop robust, evidence-based plans.

Max has wide experience in research design, collection, ensuring data accuracy, analysis and reporting. She has led on many research projects including a domestic abuse needs assessment and the Herefordshire Vital Signs 2018 report. She's also skilled in designing and delivering training to staff and volunteers in data protection, collection and management. Max also has experience in community involvement.