

# 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>6<sup>th</sup> Meeting Tuesday 17<sup>th</sup> November Zoom 2</b>  <b>Present: AL, NF, PH, BB</b></p>	
<p>BB was thanked for the 2 topic papers on the Settlement Boundary and Integration of the Design Guide into the Revised NDP.</p>	
<p><u>Topic Paper 5 – discussion</u>  AL: the map supporting option 3 is unclear can it cover the whole of Ledbury?  BB to rectify.  BB to ask CT if she has a base plan at a larger scale and if not to purchase one – after informing the Town Clerk/PH of the cost  Topic paper to be sent to CT and Cllr Liz Harvey with explanation that the options had been informed by Cllr Harvey’s ideas and CT’s ideas for zoning and LSCA.</p> <p><i>Railway Station facilities/triangle of Land at Full Pitcher Roundabout</i>  Asked whether these would be included within the boundary in option 3 BB explained that to do so would open the sites up to speculative applications/development if there is no firm commitment to deliver the preferred development on that site. To allocate a piece of land you need to demonstrate you can deliver what you want in terms of ownership, management, maintenance and funding. You also need to show that other ways of delivering the required facilities have been assessed.  PH: other options had been looked at – agreed PH to ask Cllr Harvey if she would write a topic paper outlining the ideas explored to deliver car parking for the station and better accessibility.  BB: necessary to have evidence that Network Rail and the AONB were happy with the proposals.  PH: correspondence from the landowner in 2017 showed he was open to the idea of development on the site he had supplied sketch plans. PH to forward this correspondence to BB and to approach landowner for confirmation that he is still interested in the proposals.  BB: as the sketch plan includes a shop the site could be open to speculative applications for other retail and the impact on the town centre would need to be assessed (policy LB1). The same would be true of the triangle of land at the Full Pitcher roundabout. It would be better to put these aims into a policy than an allocation BB to consider whether the triangle of land should be within the settlement boundary or not .</p> <p><i>Employment</i>  Point 2.9 was discussed – the aspiration to provide facilities for the NMITE university project based in Herefordshire. BB explained that you couldn’t allocate a site for this as you couldn’t be sure you would be able to deliver it unless you had a firm commitment from NMITE – they may be interested in a different site. You can express a wish in a policy to deliver education based facilities and not specify an education partner.  Herefordshire Council should be approached re how to deliver strategic</p>	<p>BB  BB  PH  PH  PH  BB  BB</p>

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employment sites in Ledbury. The town needs employment on sustainability grounds if it is going to take more housing.	SG
<p><u>Other Topics</u></p> <p>AL asked about progress on the recreation facilities and employment sites background and option papers. PH to contact Nick Fish about recreation. BB to produce draft paper on employment and circulate for others to fill in the gaps. BB also to produce template document for recreation to be filled in by Nick Fish and PH.</p>	PH BB
<p><u>Topic Paper 1 Design Guide</u></p> <p>To be send to Paul Neep, Ian James and Patrick Goode for comment – ask them to get back by 24 November if possible.</p> <p>BB said that:</p> <ul style="list-style-type: none"> <li>• Eastnor Park and Gardens needed to be included as a small part lies within the parish</li> <li>• Unregistered but valued local heritage assets could be added in – Steering Group/Working Party to identify via the LSCA</li> <li>• Climate change action also to be included – PH to send BB Ledbury's Climate Change Emergency Declaration.</li> <li>• Biodiversity aspects need including – this has been looked at in the LCSA baseline work</li> </ul>	NF BB SG PH SG
<p><u>LSCA</u></p> <p>PH explained that CT would not be writing a full LSCA but a summary landscape analysis backed up by completed baseline studies and a conceptual zoning plan for the future of the town (to 2050/60). The purpose would be to inform Herefordshire Council's Core Strategy Review.</p> <p>BB: any future plan for growth will have to be carefully presented - the public may not be happy with the ideas. It may be better to approach this from an environmental perspective – extending the AONB, biodiversity, green infrastructure, not focus on development. Herefordshire Council has guidance on site assessment and planning concept statements.</p>	
<p><u>Sensitive Areas</u></p> <p>All to look at the sensitive area included in the map on page 13 of the Topic Paper 5 under point 2.2. Do we agree with these?</p>	SG
<p><b>5th Meeting Monday, 16<sup>th</sup> November. Zoom 1</b></p> <p><b>Present: PH; NF; AL</b></p>	
Notes of the SG meeting of 3rd November were agreed	
<p><u>Discussion of Topic Paper 1 (Integrating Ledbury Design Guide into the NDP)</u></p> <p>SG agreed that this was a substantial document, which should be sent to Paul Neep, Ian James and Patrick Goode for their views as to the general approach and content. Feedback to be requested by 24<sup>th</sup> November. Important to consult on this and how it should be incorporated in the NDP.</p>	NF

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<p><u>Discussion of Topic Paper 5 (Ledbury Town Settlement Boundary)</u>                  SG agreed that this was good, in particular because it offers options, which the public and the Examiner need to see presented.                  Agreed to send copy of Topic Paper 5 to Liz Harvey and Carly Tinkler a.s.a.p. pointing out that there would be separate consideration of future ‘zoning’; and that references to the LSCA may involve Carly.                  BB asks for a digital-based map from Hoople and Option 3 would be clearer with such a map. To discuss on 17/11 and advise him, if necessary, on obtaining a map and billing us.                  At meeting on 17/11, ask BB if the possible car park by the station is included within Option 3 settlement boundary.                  Also agreed to ask BB to produce Topic Paper 2 on employment locations, given his knowledge of the Core Strategy requirement, possible sites and earlier Foxley Tagg work.                  Topic Paper 2 should include the three bullet points (p.9, para.2.9 of Topic Paper 5) including a wider range of higher education establishments and tourism.                  At meeting on 17/11, discuss last paragraph on p.9, para.2.9. “...employment needs...might more usefully be promoted through an appropriate policy rather than allocations that might inform the definition of the settlement boundary.”                  At meeting on 17/11, PH to ask Maxine Bassett when and what we need to consult on. Also ask for her input into proposed updated communications and consultation paper.                  Currently we are undertaking informal consultation with key stakeholders (sport; business and UBL; medical facilities; landowners) via meetings and letters. First formal consultation round planned for February/March 2021?                  SG agreed that aim is still to complete draft written material on the NDP, Topic Papers and LSCA by end December 2020.</p>	<p>PH                  PH                  PH                  PH                  PH</p>
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<p><b>5th Meeting Monday, 16<sup>th</sup> November. Zoom 2</b>  <b>Present: PH; NF; AL</b></p>	
<p><u>Actions from SG Meeting of 3<sup>rd</sup> November</u>          Minutes of WP meeting of 30<sup>th</sup> September are complete and approved. Notes of SG meeting of 15<sup>th</sup> October, 27<sup>th</sup> October and 3<sup>rd</sup> November are agreed.</p>	
<p><u>Recreation</u>          PH is liaising with Nick Fish to set up a meeting with the relevant landowner. Target – before end November          NF has been in touch with Paul Kinnaird to arrange UBL meeting (via Nick Fish). NF will ring again. Target – also before end November.          Participants to be invited: PK; Nick Fish; BB(?); PH(?)          PH to resend template used in previous consultation exercise for use at any current meeting.          Topic Paper 3 – on recreation sites. Nick Fish has done some work on this. To be integrated into a paper by PH in liaison with Nick Fish.</p>	<p>PH          NF          PH</p>
<p><u>Employment</u>          Letter to consult all employers needs 1<sup>st</sup> December date for responses changed to 12<sup>th</sup> December. AL to resend.          Business park list will be ready by 17<sup>th</sup> November.          PH to check with Angie that staff can help with mailing by post on town council headed paper to employers on business parks, and by email to all members of the Traders' Association.</p>	<p>AL          NF          PH</p>
<p><u>LSCA</u>          PH has had a meeting with Carly and will send NF and AL outline, for comment, on what she will cover in three areas: 1) the baseline studies which need completion; 2) work short of full LSCA ( a Landscape Analysis); 3) work on future 'zoning' (2050-2060). A full LSCA will be considered for a future NDP.</p>	<p>PH</p>
<p><u>Medical Facilities</u>          NF has been in touch with the consultant concerned with Herefordshire medical sites and is setting up a meeting with the consultant and Dr Hunter from Ledbury Health Partnership to get their needs finalised and in writing.          Participants: the consultant; Dr Hunter; NF; BB(?)</p>	<p>NF</p>
<p><u>Communications</u>          Need to check with Angie, Nicky and Hannah that correct email list will be used to send email to all WP members, with delivery receipt, about next WP Zoom meeting on 1<sup>st</sup> December.</p>	<p>PH</p>
<p><u>Funding</u>          NF has rung Dave Tristram for further advice which she will email for comment. Need for early decision on timing of applications under two categories: Awards for All and Locality Grant.</p>	<p>NF/PH/AL</p>