

## Ledbury Town Council

### Notes of the NDP Working Party meeting held Monday 11<sup>th</sup> June 2019

**Present:** Councillor P Howells (Chair), Dianne Fullerton, Nicola Forde, Patrick Goode, Paul Kinnaird, Beverly Kinnaird, Councillor L Harvey, Paul Neep, Christine Tustin, Sam Banks (Herefordshire Council Neighbourhood Planning Team)

**Apologies:** Ann Lumb, Ian James, Nick Fish, Cllr N Morris

#### **1. Introduction**

Members welcomed Sam Banks to the NDP Working Party meeting.

#### **2. Approve notes of the NDP WP meeting held on the 13<sup>th</sup> May 2019**

**RESOLVED: Approved with the following amendments in red**

3. Review Herefordshire Council Employment Land Study Report sent after last meeting

Remove '**Patrick Goode**' so it reads '**Noted that ...**' Change **Wolf** Trading Estate to **Wharf** Trading Estate.

#### **3. Matters arising not on the Agenda.**

Paul Kinnaird reported that parts of the Planning and Energy Act 2008 (1a and 1b) were still relevant meaning the NDP may be able to include some energy standards for buildings.

#### **4. Chair of Working Party**

Members agreed to assign the role of Vice Chair Nicola Forde to assist Councillor Howells with agendas and minutes.

#### **5. Discussion with Sam Banks, Herefordshire CC Neighbourhood Planning team**

There was considerable discussion with Sam Banks on a number of issues on which her advice was sought and which should be incorporated in a new version of the Ledbury NDP. An important topic was the timescale for completion that would be realistic to set as an objective.

She suggested that a tight timescale for the Neighbourhood Development Plan was a good idea as it would then be in place for a few years before it was superseded by the revised Core Strategy (the revision will take 2-5 years and should start in Autumn 2019). The Core Strategy review will revisit housing policies and housing numbers as well as other policies. After discussion on the work expected to be needed from consultants and the time this could take, that instead of a current target date of February 2020 for completion, a more realistic one was mid to Autumn 2020. This was accepted by the WP given that this would still give a good 2 years life to the plan before any new Core Strategy document was likely to be adopted.

Asked about her views on the policies the Examiner had removed from Ledbury's draft NDP Sam advised that the content of the policies was generally ok, the problem had been with the evidence base. A gap analysis should be the first step in addressing this to include looking at material from the previous working parties' work relevant to the policies to be change.

Councillor Harvey advised that she may have access to Ledbury responses to the Core Strategy which could provide useful evidence.

Sam Banks reminded the group that her department at Herefordshire Council could provide support - there had been a Service Level Agreement between the previous NDP Working Party and Herefordshire Council setting this out. The Working Party asked Sam to draw up and submit a new Service Level Agreement..

**RESOLVED: Councillor Harvey to look into documents she has which may be useful for the evidence base.**

**Sam Banks to issue a new service agreement.**

Dianne Fullerton left the meeting

## **6.Progress reports on areas of work**

### **A. Landscape Capacity Assessment (LCA)**

Councillor Howells had advised Carly Tinkler that the LCSA should assess the landscape's ability to absorb land uses other than housing such as employment, education, sport and medical facilities. Carly Tinkler suggested that members could do a lot of the elements of the LCSA themselves and she would be willing to break this down into a proposal.

Councillor Harvey advised that Carly had worked on plans for nearby Parishes (Colwall and Wellington Heath NDPs) and there may be some overlap particularly where parish boundaries abut. She suggested that it would be beneficial for members to look at these NDPs.

### **B. Design Guide**

It was agreed that the Design code be renamed Design Guide .

Members asked Sam Banks for good examples of Neighbourhood Development Plans with design codes, she suggested the following plans:

- **Ross-on-Wye** – Currently at regulation 14.
- **Weston Under Penyard** – Detailed with good policies.
- **Colwell** - A detailed plan written with AONB officer help . Currently up to Regulation 16 and awaiting examination.

Sam advised that design guides/codes can be difficult to use if they are too detailed and prescriptive. The need is to integrate key, strong principles into the plan.

Paul Neep said he thought the existing Design Guide was too long and did not demonstrate a strong evidence base. Initially an analysis should be done of the gaps in the evidence base, followed by a review of guides produced by other parishes and maybe a townscape study. He referred Working Party members to the Scoping Document he had produced.

**RESOLVED: Design Code name changed to Design Guide and members to read the scoping document provided by Paul Neep.**

### **C. Employment Sites**

Asked about the employment policies in the Core Strategy Sam Banks said these were likely to be reviewed and that as far as a change to the policy for employment in Ledbury is concerned there would need to be evidence of need. This could include an employment land study (one has recently been produced for Bromyard). The study should include an assessment of the demand for employment land, whether there is a growth need and whether the nature of employment in the town is changing.

### **D. Housing Sites & Sport and Recreation**

Beverly Kinnaird asked Sam Banks where members could find figures for growth in the town as Ledbury Primary School and the Doctor surgery are already overloaded.

Sam Banks advised that there are formulas to assess the need for school places and medical facilities. The education department and clinical commissioning group will have commented on the current planning applications for large scale housing development and used these formulas to assess the ability of current facilities to meet growth needs.

It was assessed that Ledbury Primary School would be able to cope with the level of growth for sites already agreed (including the viaduct site) by adding another form. But if additional large scale housing sites were approved another single form entry school would be needed and the site would need to have the capacity to expand to a second form. The following would be able to help with formulas and figures;

1. Planning department for sports facilities- Ruth Jackson
2. Education strategy- Karen Knight
3. Medical strategy- CCG (Sam Banks to email name to Councillor Howells)

### **7. Existing evidence Base- Progress on sorting and filling.**

Councillor Howells advised that he has 3 dates from the Deputy Clerk in order to sort through the NDP documents.

**RESOLVED: Councillor Howells, Nicola Forde and Dianne Fullerton agreed to meet at the Council office on 19<sup>th</sup> June at 10am to go through the current NDP documents and file them according to potential use for this WP.**

## **8. Website- progress on putting notes and agendas in public domain**

Councillor Howells advised that he has produced a list of items that cover the legal requirements to go on the website and will liaise with the Deputy Clerk to file under the correct headings. The list includes the Examiners Report, the current adopted NDP, the current Design Code and the agendas/meeting notes from this WP. An issue was that the LTC website is due for imminent update/replacement and as soon as this was in place the NDP paperwork could be added..

**RESOLVED: Councillor Howells to liaise with the Deputy Clerk.**

## **9. Liaison with neighbouring councils**

### **Other organisations/groups to contact**

Sam Banks advised that the Working Party should look at the Ledbury Housing Market Area (as set out in the Core Strategy), some small settlements have been unable to provide proportional growth and Ledbury should be aware of any shortfall and liaise with those parishes about this. The group should also talk to neighbouring parishes about cross-border issues (footpaths, transport etc).

### **RESOLVED:**

Nicola Forde to contact the following parishes; Wellington Heath, Donnington and Eastnor, Bosbury and Coddington, Pixley and Aylton Munsley and Aylton, Bromsberrow Heath, Kempsey and Dymock.

Paul Neep to contact John Stock from Colwell.

Phillip Howells to talk to Wellington Heath

## **10. Progress so securing consultant quotations**

Only briefly discussed in that invitations had been sent to agreed consultants and would hopefully be available for review at the next meeting.

## **11. Any other business**

### **a) Large Scale Plans**

Nicola Forde advised members that she had contacted Hoople regarding large scale maps and advised that they could generate a pdf at a cost of £46 for the pdf and costs for printing between £18.61 for A0 and £9.37 for A2.

Councillor Harvey said she may have electronic version of the neighbourhood plan area and that Cllr Vesma may be able to print these at a large scale for the Working Party

**RESOLVED: Councillor Harvey to share with the group pdfs of maps of the Plan area.**

### **b) Project Management Plan**

Cllr Harvey had developed a project management plan based on Excel for the first NDP Working Party and would share it with Nicola Forde who had already done some work on a plan. It was agreed there was also now a pressing need to produce an overall budget with costings for the Working Party's work.

## **12. Date of next meetings**

**RESOLVED: It was agreed in the previous meeting that members agree to book 3 meetings in advance.**

**Tuesday 2<sup>nd</sup> of July 2019 : 7:30**

**Monday 22<sup>nd</sup> July 2019: 7:30**

**Tuesday 12<sup>th</sup> August 2019 : 7:30**