

Agenda Item 10 (ii)

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

4th Meeting Tuesday, 3rd November. Town Council Offices.	
Present: PH; NF; AL	
PH to provide approved minutes of WP meeting (30 th September) for next EDP meeting (5 th November).	PH
Notes of the SG meetings on 15 th October and 27 th October were agreed.	
PH to cut and paste notes of 15 th and NF to send notes of 27 th , both for next EDP meeting.	PH NF
<u>Recreation</u> Need for 2 meetings to be arranged with contacts of Nick Fish: with the landowner; with UBL regarding access (and employment sites, see below) PH to contact Nick Fish. NF to contact Paul Kinnaird to liaise with Nick Fish to set up a UBL Zoom meeting in the next 2 weeks. Meeting participants: Paul Kinnaird; Nick Fish; Bill Bloxsom; Phillip Howells; Sports Federation Chair? PH? to write document on recreation sites considered, SWOT analysis, reasons for eventual choice and how facilities will be delivered, in consultation with Nick Fish.	PH NF PH?
<u>Employment</u> Need to meet with UBL (as above) to consult on employment land proposals. AL to revisit letter to consult all employers NF to compile list of addresses for business parks, PH to find out if Town Council staff could help with mailing and PH to send by email to all members of Traders' Association. Need for both to be on Town Council headed paper and under the name of PH. BB to be asked to produce document outlining employment locations considered, SWOT analysis, reasons for eventual choices in light of: the 12 ha. employment land specified in the Core Strategy; earlier Foxley Tagg work; the meeting with UBL; feedback from letter consulting employers.	AL NF PH PH
<u>LSCA</u> PH to talk to Carly about work BB is doing on the settlement boundary and need to produce: <ul style="list-style-type: none"> - a summary LSCA with reference to the baseline studies, important to support the settlement boundary. Carly also to be asked to advise on which baseline studies need completing or editing. - work on broad zoning, already started by her and Liz Harvey. This will be important to inform future NDPs and the new Core Strategy. Zoom meeting with Carly to be arranged for 10 th , 12 th or 13 th November to discuss the above and timeline.	PH
<u>Medical Facilities</u> NF to arrange further Zoom meeting with Dr Hunter and Julie Knights to finalise their needs.	NF

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<p><u>Car Park (near station)</u> PH has already met the landowner to discuss this proposal, the inclusion of some business units and access to the land. PH to talk to Liz Harvey to pool information and initiate further consultation including with Network Rail if possible.</p>	PH
<p><u>Communications</u> PH to ask Hannah to send email to all WP members, with a delivery receipt, to inform them of the next WP Zoom meeting on 1st December. Add: <i>'If we don't hear from you, we shall assume that you still wish to be involved with the Working Party'</i>. SG agreed that in order to hold longer Zoom meetings, we should install Google Meet or Microsoft Teams.</p>	PH
<p><u>Filing</u> PH has set up 4 paper files for the NDP (2018-21) and will continue to file during the current lockdown under three categories: paper; computer; website.</p>	
<p><u>Funding</u> Dave Tristram advised us to come back to him about now regarding further grant applications. NF to email him for advice on appropriate timing of these applications.</p>	NF
<p>3rd^d meeting Tuesday 27th October 2020 2.30 pm via Zoom – present AL, PH, NF, BB</p>	
<p>BB: in order to move forward the following information is needed: 1. Recreation: How much land is needed and how can this be delivered? 2. Housing: Will the NDP propose any housing over and above existing allocations and planning permissions? 3. Employment: can the plan deliver the level of employment land specified in the Core Strategy (12 ha)?</p>	
<p>PH: <u>Recreation</u> – discussions are on-going re site by UBL which could provide all the land needed. BB: What is needed is a report which answers the following questions: <ul style="list-style-type: none"> • How much land is needed for what? • How will it be delivered (funded)? • What other locations have been considered? Alternative locations need to be assessed against agreed criteria (SWOT analysis perhaps) and that will provide the evidence for the proposed location. <p>Action: a document to be produced listing the various sites considered, a SWOT analysis and reasons for the eventual choice and how the facilities will be delivered.</p> <p>Ruth Jackson and Herefordshire Council should be consulted on the report. This</p> </p>	

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is the kind of report Sam Banks will need to produce for the SEA	
<p><u>Employment</u> – 2 questions:</p> <ul style="list-style-type: none"> • Will the UBL site and allocation on the viaduct site produce the required amount of land? • Have Heineken been consulted on proposals. • <p>A document is needed outlining locations considered, with a SWOT analysis, the reasons for the eventual choices and how they will be delivered. Foxley Tagg work on employment sites will be useful for this.</p> <p>NF to contact Paul Kinnaird about progress on plans for meeting with Heineken proposed before Covid lockdown.</p>	NF
<p><u>Housing</u>: Agreed this iteration of the NDP will not include any new allocations for housing as the allocation in the existing plan was considered satisfactory.</p>	
<p><u>Settlement Boundary</u>. The group considered 2 proposals for a boundary the first produced by CT, the second produced by Cllr Harvey proposing the inclusion of: adjacent green spaces for protection; future development sites beyond 2031 including facilities for the railway station and a canal basin.</p> <p>BB advised that: Sports and employment sites and land immediately to the west of the bypass – the river park (owned by Herefordshire Council which is a public green space) should be included in the boundary.</p> <p>If land is allocated (including for housing) there must be evidences showing how those sites were selected, that other sites have been considered and rejected (with a SWOT) analysis and how the proposals are going to be delivered/funded. Without this justification sites included within the boundary and allocated for specific uses could be challenged by a developer.</p> <p>Policies should be used rather than allocations to indicate facilities the town wants to support such as a canal basin, a car park for the station.</p> <p>The starting point for the boundary should be the old UDP boundary.</p> <p>BB to look at SWOT for previous settlement boundary and update it. BB to look at triangle of land off Old Pitcher roundabout in terms of allocation and at Ledbury Park in terms of designation when he receives the Scoping Report (see below)</p>	BB BB
<p><u>LSCA</u> AL: need for summary LSCA as part of the evidence base referencing the</p>	

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<p>baseline studies.</p> <p>BB: LSCA will be important in identifying which areas may fall into the protected zone proposed in the government's Planning White Paper. The report should identify the areas that serve to transition and link to the AONB and the Registered monument to the west.</p> <p>A landscape policy can cover these areas and also green gaps and proposed cycle footpath route along route of canal.</p> <p>Next steering group to discuss a short, generic LSCA to support the proposed settlement boundary and indicate future development based on CT's broad zoning plan.'</p>	
<p><u>Herefordshire Council Scoping Report</u> – BB to chase Samantha Banks for this. It will include information about the requirement for documents to be accessible which will inform the format of documents placed on the website.</p>	BB
<p><u>Working Party Meeting 3 November</u> agreed to cancel this following advice from the Deputy Town Clerk.</p>	
<p>Next Steering Group Meeting – 3 November at 3pm in Council offices.</p>	
<p>2nd Meeting 15th October 2020</p> <p>Present AL, PH, NF</p>	
<p>1. Minutes of SG Meeting of 10th September.</p> <p>These had been agreed/accepted by EDP Committee. Action points were further discussed, as follows.</p>	
<p>2. Settlement Boundary</p> <p>It was agreed that the settlement boundary originally proposed should be extended, as suggested by Cllr Harvey, to include a wider area around the town to be protected. It was also agreed to seek Bill Bloxsome's view on this and send him the relevant maps. Also send him the draft letter to employers to seek his view on our approach to consultation at this stage. A Zoom meeting with Bill should be organised as soon as possible.</p> <p>PH to send BB Allocations plan and Settlement Boundary produced by Carly Tinkler and Cllr Harvey's broadbrush plan.</p>	PH
<p>3. Review of LSCA Work.</p> <p>For the NDP meeting on the 30th September, Carly Tinkler had produced a settlement boundary for Ledbury and allocations or zoning plan for Ledbury West, accompanied by a key and explanatory notes. She had also sent an email to the SG: agreeing with the principles behind Cllr Harvey's settlement boundary and asking for clarification; asking for feedback on her proposed allocations; planning to 'pause' the technical LSCA work for the time being, because the new</p>	PH

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<p>government planning system may require a different approach.</p> <p>It was agreed that all these issues should be addressed . PH to send a holding email to Carly in the meantime.</p> <p>Work on the LSCA was discussed and it was agreed that there is still a short term need for at least a summary LSCA, linked to the baseline studies, as evidence to justify the settlement boundary.</p> <p>It was also agreed that any of the baseline studies which are incomplete, should be completed or edited, as necessary. CT to be asked to identify those that need editing and completing.</p>	
<p>4. Review Comms. Plan and Consultation Process.</p> <p>The flyer and letters to other groups will have to be reconsidered if the original settlement boundary is to be extended. This point should be discussed with Bill (as above).</p> <p>Communication with NDP Working Party. There's a need to ensure that all members of the WP receive notification and relevant documents for forthcoming meetings. PH to send NF the list of emails, to put into simple format for the office. All members then to be mailed with future meeting dates and to ask if they want to remain on the list.</p>	PH/NF
<p>5. Revisit Funding.</p> <p>Phillip to contact Dave Tristram about making the funding applications asap. Progress on filing both type of document will continue in the coming months.</p>	PH
<p>6. Filing System and Process.</p> <p>Phillip had produced a spread sheet to include all documents for physical filing (shelves on top floor of Town Council offices) and documents which must be online for the public and inspector to access.</p>	
<p>1st Meeting Thursday 10 September 2020 – present PH, NF, AL CT, SB</p>	Action
<p>PH summarised position to date: pause March to July due to pandemic. Also work on Viaduct Appeal. Informal meeting held August 21 Cllr Harvey, Dave Tristram, Ian Singleton (Architect), PH & NF to re-assess the project in light of Covid 19 and the proposed changes to the planning system.</p>	
<p>CT: <u>LSCA</u> Following informal meeting in August proposal is to think in longer term, the LSCA should cover all uses in all zones rather than for residential and a bit of employment. Consensus emerging from research already done about what</p>	

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<p>should go where in future Ledbury. Work done to date is enough evidence for settlement boundary and revision of NDP. CT to summarise what has been done and what needs to be done – a list of the evidence to back up the plan. Agenda item for 1st working party meeting 30 September.</p>	CT
<p>SB: <u>Evidence Base</u>: Part of problem with previous settlement boundary was that the evidence was not available due to a transition in parish councillors and also a website change. The Inspector had no evidence to support the settlement boundary, particularly in the light of developer. In fact there probably was sufficient evidence it just wasn't available.</p>	
<p>SB: <u>Altered Context</u>. Going forward a number of things mean there is increased development pressure on Ledbury and the timetable and content of the revisions should be revised :</p> <ul style="list-style-type: none"> a) restrictions to building in other parts of county (pollution in the Lugg) Ledbury (and Ross) are favoured locations b) the countryside is becoming popular as people moving out of cities as a consequence of the pandemic c) Herefordshire Council land supply is now 3.69 d) the Planning White Paper changes the context completely. It proposes the national centralisation of development management policies. Zoning applied in local plans: growth, regenerate, protect. A focus on design. Everyone who can should respond to the consultation, the deadline is October 29th. SB to circulate guide to response to parish councils. <p>Developer's contribution also being altered - Section 106 – remaining but only site specific, there will also be a new nationally set levy.</p> <p>The government wants to see new local plans in place by the end of this parliament (May 2024) they give local government 30 months to make the new plans – this means that the proposed changes need to be in place by June 2021. If this all happens any town without a neighbourhood plan will be vulnerable after June 2021, therefore Ledbury urgently needs an effective NDP with a settlement boundary by June 2021. ie it needs to have reached Regulation 16.</p> <p>SB: Changes to the current plan should be only the essential ones:</p> <ul style="list-style-type: none"> • Settlement boundary (refer to Herefordshire Council – Guide 20 – how to draw a settlement boundary) • Employment site • Sports allocation • Design Guide • Green infrastructure • Medical facilities • Triangle of land proposals • Residential allocation – Market Street <p>The Inspector's report on the previous NDP gives direction to the changes</p>	SB

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needed. Introduction to NDP should outline process ‘This is the first stage, we are looking at zoning and the long term vision is to work proactively’.	
<u>Timetable</u> Work backwards from June 2021 June 2021 Regulation 16 January 2021 Regulation 14 December 2020 LSCA/Zones completed November 2020 return and analysis of informal consultation on settlement boundary responses October 2020 – informal consultation: <ul style="list-style-type: none"> circulation of settlement boundary consultation leaflet letter to employers (town centre and industrial estates) articles in Ledbury Focus and Ledbury Reporter September 30 th – next Working Party meeting (followed by 3/11 and 1/12/20)	
CT: Potential to work with developers in future in proactive way – ie Ledbury is not against growth as long as the townspeople are in control.	
<u>Consultation in light of Covid 19</u> SB: no set piece presentation – possibly a video of exhibition with narrative If you have a static exhibition you will need to ticket and time it. Provide hard copies for the public – there’s an additional £2,000 available with the Localities grant in recognition of the difficulties of consulting in a Covid 19 situation. Agreed: informal consultation on the settlement boundary in October. Simple leaflet with explanation of aims of revision to NDP. Simple questions: do you agree yes/no. Do you have any comments? Name/Address. Email/website/tear off slip responses. Mail to all households. NF to draft and investigate costs of Royal Mail, using the Ledbury Focus. PH to find out if Olivia could help with leaflet design At the same time articles in Ledbury Reporter and Ledbury Focus. AL to revisit letter to employers – to be sent out at the same time as the leaflet with a focus on the settlement boundary CT to prepare draft settlement boundary for working party meeting on 30 September	NF PH AL CT
<u>Reg 14 Consultation</u> in January 2021 – to include outreach to hard to reach groups. SB to provide list of statutory consultees and hard to reach groups.	SB
<u>Funding</u> Urgency to get some funding PH to talk to Dave this week, ask if Localities application can be done immediately.	PH
<u>Core Strategy Review</u> SB: This is continuing but (if White Paper proposals go through) will be called Local Plan. The evidence base will still be the required and HC is working on this.	

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<u>Website and filing</u> Steering Group meeting notes before Covid 19 lockdown to be consolidated/summarised and put on the website. Physical filing system to be put in place to correlate with online filing	PH
<u>Working Party Agenda</u> <ul style="list-style-type: none">• draft settlement boundary – CT• LSCA summary of work so far and work to be completed• project timetable - NF• draft consultation leaflet – NF/AL• Immediate tasks – decide on locations for medical/sport• funding - PH	CT NF/AL PH

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5th Meeting Monday, 16th November. Zoom 2	
Present: PH; NF; AL	
<u>Actions from SG Meeting of 3rd November</u> Minutes of WP meeting of 30 th September are complete and approved. Notes of SG meeting of 15 th October, 27 th October and 3 rd November are agreed.	
<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.	PH NF PH
<u>Employment</u> Letter to consult all employers needs 1 st December date for responses changed to 12 th December. AL to resend. Business park list will be ready by 17 th 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.	AL NF PH
<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.	PH
<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(?)	NF
<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 st December.	PH
<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.	NF/PH/AL

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6th Meeting Tuesday 17th November Zoom 2 Present: AL, NF, PH, BB	
BB was thanked for the 2 topic papers on the Settlement Boundary and Integration of the Design Guide into the Revised NDP.	
<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
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	BB
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.	PH
<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 PH
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
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 .	BB
<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	

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employment sites in Ledbury. The town needs employment on sustainability grounds if it is going to take more housing.	SG
<u>Other Topics</u> 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.	PH BB
<u>Topic Paper 1 Design Guide</u> To be send to Paul Neep, ian James and Patrick Goode for comment – ask them to get back by 24 November if possible.	NF
BB said that: <ul style="list-style-type: none"> Eastnor Park and Gardens needed to be included as a small part lies within the parish Unregistered but valued local heritage assets could be added in – Steering Group/Working Party to identify via the LSCA Climate change action also to be included – PH to send BB Ledbury's Climate Change Emergency Declaration. Biodiversity aspects need including – this has been looked at in the LCSA baseline work 	BB SG PH SG
<u>LSCA</u> 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. 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.	
<u>Sensitive Areas</u> 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?	SG
5th Meeting Monday, 16th November. Zoom 1 Present: PH; NF; AL	
Notes of the SG meeting of 3rd November were agreed	
<u>Discussion of Topic Paper 1 (Integrating Ledbury Design Guide into the NDP)</u> 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 th November. Important to consult on this and how it should be incorporated in the NDP.	NF

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<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.	PH
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.	PH
At meeting on 17/11, ask BB if the possible car park by the station is included within Option 3 settlement boundary.	PH
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.	PH
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.	PH
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.	