

LEDBURY TOWN COUNCIL

NOTES OF THE MEETING OF THE NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY HELD ON MONDAY, 27 JANUARY 2020

PRESENT: Councillor Howells (Chair)
Nicola Forde (Deputy Chair)
Nick Fish
Ian James
Celia Kellett
Beverly Kinnaird
Paul Kinnaird
Ann Lumb

ALSO Angie Price- Town Clerk

PRESENT: Bill Bloxham - Consultant
Julie Knights - Practice Manager, St Katherine's Surgery
Annie Lindon - Note Taker

78 **APOLOGIES AND INTRODUCTIONS**

Councillor Howells opened the meeting and thanked the Clerk for the copies of paperwork provided at short notice.

No apologies for absence were received.

A request was made in respect of sharing contact details within the group. The Chair advised that he would be sending around a sheet for people to provide their contact details and that if they were happy for their details to be shared with other members of the group, could they please tick the appropriate box.

RESOLVED: that the form be sent around and members complete it accordingly in order to meet GDPR requirements.

79 **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

80 **TO RECEIVE THE NOTES OF THE MEETING OF THE NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY MEETING HELD ON 14 OCTOBER 2019**

Anne Lumb advised that she did not recall agreeing to meet with other members outside the meeting to discuss how the group could influence others to become involved, as per note(4).

RESOLVED: That the notes of the Neighbourhood Development Plan (NDP) Working Party held on 18 November 2019 be approved

as a correct record, subject to the deletion of notes 70, paragraph (2) and 74(4)

81 **NOTES OF THE MEETING WITH CONSULTANTS 9 DECEMBER 2019**

Ian James commented that this had been a useful meeting and Councillor Howells advised the outcome was that the workshop had been held on the 7 January 2020.

RESOLVED: That the notes of the Neighbourhood Development Plan Working Party meeting held on 9 December be received and noted.

82 **NOTES FROM WORKSHOP WITH CONSULTANTS HELD ON 7 JANUARY 2020**

Members were advised that this meeting had been set up to review the work and timescales in respect of the review of the NOP. As a result of the meeting on 9 December, Cllr Howells (Chair), Ann Lumb, Nicola Ford and Paul Kinnaird all realised that trying to produce a settlement boundary as well as all the other planned objectives was not achievable within the proposed timeframe. Subsequently, they agreed new and more focused objectives as follows:

- Produce a settlement boundary;
- Conform to paragraph 14 of the National Policy Planning Framework (NPPF);
- Identify where the 825 houses can be built;
- Cover green infrastructure;
- Identify options for the 12 hectares of business land as part of the core strategy;
- Investigate infrastructure options for the priority areas: sports facilities, medical centre and railway station improvements;
- Review the Design Guide and incorporate into the revised NOP.

It was agreed that things that couldn't be achieved in this stream would be worked on as a parallel stream to continue after the NOP has been revised and to be used to inform the next iteration of the NOP and to inform input into the review of the Core Strategy. It was agreed that Carly Tinkler would guide the group in relation to this work.

Ian James commented that these were not two streams, but two priorities.

Julie Knights asked if identifying land for the medical centre is still a priority. Councillor Howells advised that when considering land allocation, identification of land for a medical centre, hotel and school will be a priority.

Councillor Howells advised that in terms of new medical facilities only possible locations can be identified at this stage, since it will take longer to work out the necessary detail with the Clinical Commissioning Group (CCG), so this work will continue in the second stream.

It was noted that Bill Bloxham would be focusing on the first stream of work in order to deliver on timescales. Carly Tinkler will be driving landscape work which is where the majority of the work on the second stream will be done.

Bill Bloxham will focus on the revision of the current NOP. Carly Tinkler will be driving landscape work which will carry on into the second stream.

RESOLVED: that the notes of the Workshop held on 7 January 2020 be received and noted.

83

RECOMMENDATIONS FROM 7 JANUARY 2020 WORKSHOP

Bill Bloxham gave a PowerPoint presentation covering the following:

**a) Revisions of the Schedule of Work and project timeline.
Proposals that the work be divided into two stages**

Nicola Forde had prepared a new project plan up to September and was now waiting for comments from Carly and Sam, which the Clerk advised had been sent to Carly and Sam. Councillor Howells advised that Sam Banks should be included at all stages. Councillor Howells advised that he had a meeting scheduled with David Tristram, the Hereford Council Funding Officer and invited Nicola Forde to attend.

b) Proposals that an NDP Steering Group be set up to co-ordinate the work and manage the administration issues

Bill Bloxham had recommended that there should be a smaller steering group to make sure the project plan is kept up to date, co-ordinate communications and keep to timescales. Councillor Howells asked for three volunteers. Ann Lumb advised she may be interested.

RESOLVED that Nicola Forde and Councillor Howells to form the steering group.

c) Employment Land - is there a need for employment land allocation in addition to the Core Strategy 12 hectares site?

Bill Bloxham asked for the group's thoughts on this and there was some discussion about the 15 hectares extract from the Core Strategy, 12 of which will be south of Little Marcie Road. Ian James felt that as this land is occupied already it is not viable and Bill agreed. There was

also some discussion about the suitability of access to the site and the widening of the road.

Following discussions, Bill Bloxham advised that any land identified had to be deliverable and suitable. Employment land is important in maintaining a sustainable town otherwise people commute out. He advised things to consider were: are sites available, suitable and deliverable? There is a relationship between employment and housing, how critical is the 15 hectares to the population growth? Councillor Howells advised that the LSCA input will be very important in this area.

Bill Bloxham also felt that other small-scale employment sites should be considered, and whether policies needed to be developed for this. 400m² retail/office/leisure identified in the town centre would be subject to an impact assessment and covered in the second stream of work. Two questions that were raised were:

- Are there any areas identified for regeneration?
- Do the group want to define a town centre in the plan?

Councillor Howells advised that these questions should be re-visited in the second stream of work and were outside the remit of the revision to the NOP given the refocused objectives. Ian James felt that this could cause a delay if done now.

Discussion about land off Leadon Way and Bromyard Road. Councillor Howells advised that the people working with Carly will be looking at this; land for employment will be a priority, land for retail will not be.

d) Housing - is there a need for more housing allocation - are there any unmet needs?

Bill Bloxham provided a breakdown of the housing allocation during his presentation. He advised that there are two large sites currently being developed, plus the proposed Viaduct site. Councillor Howells advised that the development of these sites in Ledbury would more than fulfil its housing allocation, but just in case other sites should be considered.

Ian James asked if there would be a problem if the Viaduct site didn't go ahead as an alternative site would need to be identified, but the Viaduct would still be on the Core Strategy, Councillor Howells agreed that there would be a problem and that it was in the interests of all concerned that Bloor agree to changing the proposed access to the viaduct site and the development go ahead.

e) Services and Facilities - should NOP policies be criteria based rather than site specific?

There was discussion around the need for a new primary school but confirmed that John Masefield High School did have capacity for expansion.

It was felt that the canal protected area was unclear and Bill queried whether there was a need to contact the Canal Trust to define the protected area. The Clerk advised that she had received a letter from the Canal Trust in respect of membership and could provide the contact details to the group.

There was discussion about recreation areas on the Viaduct site noting that 4.5 hectares provided for football and rugby should be enough, noting that it takes into account population growth. Bill Bloxham advised the need to talk to Herefordshire County Council to identify what they use for their standard and what was their view of the need for further sporting facilities. Nick Fish advised that he had discussions with Ruth Jackson about a combined football facility which was the desired outcome, but also how other combined football facilities could be provided in a combined centre.

As far as current sports facilities are concerned, JMHS have available facilities for their pupils, but the town needs substantial increased sports land to be found and allocated. Bill asked if the working party were looking at other land for possible sports use and Councillor Howells advised that this was a priority for this version of the plan. Nick Fish confirmed that there were ladies football clubs within the town. Nick Fish also advised that the football development plan will incorporate sporting for the disabled and walking football.

It was advised that the LSCA would be investigating public access land and privately owned land.

There was discussion about a community hub for Ledbury and what this could include. Councillor Howells advised that facilities for young people could be a possible use, combining a youth centre, scouts area, drop-in centre. Ian James asked if this should be located outside the existing settlement boundary, Councillor Howells advised that it will be central and possibly with the health facilities. A question was raised about the availability of the old youth centre for this. Councillor Howells advised that this will be looked at but not at this stage of the plan. Councillor Howells advised that this would possibly be subject to public consultation.

f) Design Guide. Should the Design Guide be fully revised or tidied up with a view to incorporating existing proposals into the revised NDP?

Bill Bloxham advised the group of the need to identify and decide on the Design Guide. He showed Hereford's draft Design Guide. He also advised that the group could specify design guidelines for say regeneration areas if it was decided a new Design Guide should be commissioned and provide a framework for longer term developments, however, he advised this could be expensive to produce.

Councillor Howells advised that the current Design Guide could be incorporated into the NOP policies where appropriate with some revisions for example to include elements of sustainability. In the longer-term a more comprehensive plan should be developed. Ian James advised that the inspector removed reference to the design guide in the adopted NOP partly because it was an appendix. Bill Bloxham will ensure that in the revision of the NOP the Design Guide policies are properly incorporated and evidenced.

Bill finished his presentation and said that the comments made had been helpful to him.

84

**WEBSITE AND SOCIAL MEDIA / FILING AND RECORD KEEPING
-STANDARD TEMPLATE FOR RECORD KEEPING**

Councillor Howells advised that it was an urgent requirement that the group have a website and social media sites showing all the documents being produced, using either the current Ledbury Town Council Website or re-institute the old Neighbourhood Development one, and that the sites are maintained and kept updated.

Councillor Howells advised that Herefordshire County Council have organised NOP workshops for those revising NDP's, one of which he planned to attend in April and hoped to discuss the document storage and standard filing at that time. He advised that he was attending and invited others to attend with him if they were interested. Ian James asked that two levels of access should be considered and that only completed works be published for public access and draft items should remain in a closed group. Dropbox was suggested, Nicola Forde advised that any electronic storage facility should be secure. It was agreed that a responsible person be identified for updating.

RESOLVED:

1. That the Clerk would bring this item to a meeting of the Council's ICT Working Party.

2. That Councillor Howells and the Clerk look at resources required to provide electronic and hard copy storage and availability of funding.

85

LCSA BASELINE EVIDENCE GATHERING - REPORT ON PROGRESS

Nicola Forde and Ann Lumb advised that they were working on this and that the timeline was the middle of March for baseline evidence for landscape work, end of May for final draft, public consultation in June and all information to Bill at the end of July with the final report ready at the end of August, with the SEA at the end of September. Councillor Howells asked all members to look at the list and see where they could help. Councillor Howells asked members to look at the list and advise where they would be able to provide help.

A copy of the proposed LSCA capacity study area boundary map was made available to members. The group were advised that Carly Tinkler had suggested the total area marked with red should be the boundary for residential, employment and other residential sites for the future between now and 2030-40. Councillor Howells asked everyone to look at this and feed back into the steering group. Nick Fish requested that the boundary around Heineken needed to be enlarged following the discussions around football pitches.

Councillor Howells, noted that the Clerk had advised that there was a need for burial land to be considered within the land allocation sites, advising that 3-4 years was required from the point of identification to point of use. Ian James advised that Carly needed to know if this was required in terms of planning. Councillor Howells thanked Ian James for this point and confirmed that he had made a note of this.

RESOLVED that Nick Fish should speak to Carly Tinkler about the boundary around the Heineken site and Nicola Forde and Nick Fish to undertake to get this changed.

86

CONFIDENTIALITY AGREEMENT AND DECLARATION OF INTEREST

Councillor Howells advised that a Declaration of Interest form would be drawn up for any conflicts of interest to be declared during the process. They were also advised that a confidentiality agreement would be drawn up and all members would be expected to sign this, without exception.

Ann Lumb advised that Carly Tinkler had advised that anyone doing fieldwork would require a letter of authorisation. The Clerk advised that she had this and, once signed by Councillor Howells, copies would be available for collection from the council offices.

RESOLVED:

- 1. That the Clerk will prepare a Declaration of Interest Form and Confidentiality form.**
- 2. That a signed letter of authorisation form was available for collection from the Council offices.**

87. DATES OF NEXT MEETINGS

It was noted that the next meeting of the Neighbourhood Development Plan was scheduled for Monday, 2 March 2020 at 7.30 pm in the Council Offices and that the following meeting was scheduled for a provisional date of 20 April 2020 at 7.30 pm.

Signed

Dated