



LEDBURY TOWN COUNCIL

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7 August 2019

TO: Members of the Neighbourhood Development Plan

Dear Member

You are invited to attend a meeting of the **Neighbourhood Development Tuesday, 12 August 2019 at 7.30pm** for the purpose of transacting the business set out below.

Angela Price
Clerk

A G E N D A

1. **Apologies**
2. **Declarations of Interests**
3. **To receive the notes of the meeting of the NDP Working Party held on 2 and 22 July 2019 (Attached)**
4. **Discussions with Carly Tinkler re proposal for LSCA**
6. **Design Code**
7. **Grant Application**
 - i. **Budget**
 - ii. **Project Plan**
 - iii. **Communication Plan**
 - iv. **Draft timeline**
8. **Service Level Agreement**
9. **Funding - Meeting with Dave Tristram – Funding & Enterprise Officer, HCC**
10. **Date of Next Meeting**

Ledbury Neighbourhood Development Plan Budget

As at: 01/07/2019

Income	Projected income	Actual income	Difference
Locality grant 1	£9,000.00		-£9,000.00
Locality grant 2	£8,000.00		-£8,000.00
Awards for all Grant	£5,000.00		-£5,000.00
Malvern ANOB	£500.00		-£500.00
LTC	£10,000.00		-£10,000.00
Other grants	£5,000.00		-£5,000.00
Sponsorship	£5,000.00		-£5,000.00
			£0.00
Income totals	£42,500.00	£0.00	-£42,500.00

Expenditure

Consultants	Projected spend	Actual spend	Difference
Landscape assessment	£18,000.00		-£18,000.00
Technical planning	£5,260.00		-£5,260.00
Design Guide	£5,000.00		-£5,000.00
			£0.00
			£0.00
			£0.00
Subtotal	£28,260.00	£0.00	-£28,260.00

Consultation - policies	Projected spend	Actual spend	Difference
Advertising	£350.00		-£350.00
Room hire	£100.00		-£100.00
Refreshments	£350.00		-£350.00
Materials	£2,000.00		-£2,000.00
Consultant support	£2,000.00		-£2,000.00
			£0.00
Subtotal	£4,800.00	£0.00	-£4,800.00

Counultation - final draft	Projected spend	Actual spend	Difference
Advertising	£350.00		-£350.00
Room hire	£100.00		-£100.00
Refreshments	£350.00		-£350.00
Materials	£2,000.00		-£2,000.00
Consultant support	£2,000.00		-£2,000.00
			£0.00
Subtotal	£4,800.00	£0.00	-£4,800.00

Other expenses	Projected spend	Actual spend	Difference
Other expenses	£5,000.00		-£5,000.00
			£0.00
			£0.00
			£0.00
Subtotal	£5,000.00	£0.00	-£5,000.00

Totals	Projected	Actual	Difference
Total income	£42,500.00	£0.00	-£42,500.00
Expenditure			
Consultants	£28,260.00	£0.00	-£28,260.00
Consultation - policies	£4,800.00	£0.00	-£4,800.00
Consultation - final draft	£4,800.00	£0.00	-£4,800.00

2017/18

Ledbury Neighbourhood Development Plan

A communications and consultation plan for the development of the enhanced version of the Ledbury Neighbourhood Development Plan

Communications Plan

1. Media to be used

- **What media will be used to promote the consultation events?**
 - a. Posters - on notice boards and emailed to businesses, groups & organisations.
 - b. Social media - Facebook, Town Council website, NDP website.
 - c. Local press - Ledbury Focus - deadline is (*xxxx date depending on when being done*) but only if we provide a preset page. Ledbury Reporter - deadline Tuesday for the Friday issue of the same week.

2. Preparation

- **What are the preparation/lead in times for the above?**
 - Start advertising (*xxxx date*) with posters on all notices boards and shop windows, Facebook, email to all local organisations and groups.
 - Attend the March traders association meeting to inform local traders.
 - Questionnaires available from (*xxxx date*) and returned by (*xxx date*).

3. Hard to reach groups

- **How will hard to reach groups in particular be reached?**
 - Posters to be given to each of the care homes, schools, food bank, library.

4. Resources

- **What resources are available? (particularly £)**
 - See table in Consultation Plan

5. Timescales

- All communication materials to be ready for approval at the (*xxxx date*) of the NDPWP meeting for recommending to the ED&P committee

- **Social media**

- Facebook posts on Ledbury Town Council page relating to Ledbury NDP consultation events
- Add posts to this page and share into local community groups including:
 - Voice of Ledbury: 2,863 members
 - Ledbury Community Action: 200 members
 - Ledbury Noticeboard: 6,452
 - Town Talk:Ledbury Politics: 230 members
(Member numbers dated on 12/02/17)

- **Formats**

- Each consultation event will display story boards of the process from the beginning to the position/story so far. In any subsequent consultations the format will consist of more of the same activities as in the previous consultation.

- **Staffing**

- Set up and dismantle will require 6 people
- During the event the requirement will be:
 - 2 people to take contact details and issue questionnaires
 - 2 people to provide refreshments
 - 5 people to represent each of the subjects being consulted upon

- **Questionnaires/Surveys**

- Same format for all consultations
- Agree Strongly, Agree, Don't Know, Disagree, Disagree Strongly and Do Not Understand the question.
- Easy layout with tick boxes and then a comment box for each objective or policy

- **Hard to reach groups**

- Ambassadors will visit:
 - Elderly people at care homes
 - Disabled people via CVA
 - Young people via BBI drop in centre & JMHS
 - Disengaged people at the Food Bank
 - Local fruit farms
 - U3A Group
 - Salters Hill
 - Travellers groups