



# LEDBURY TOWN COUNCIL

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28 January 2021

**TO: Councillors Bannister, Eakin, Harvey, Howells and Morris  
Plus, non-councillor members**

Dear Councillor

You are invited attend a meeting of the **Neighbourhood Development Plan Working Party** which will be held on **Tuesday, 2<sup>nd</sup> February 2021 at 6.30 pm** for the purposes of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via zoom (a link to join the meeting will be sent out by the Clerk prior to the meeting)

Yours faithfully

*A Price*

Angie Price  
Town Clerk

## A G E N D A

1. **Introductions**
2. **Apologies for absence**
3. **Declarations of interest (Councillors only)**
4. **To receive the notes of the meeting of the NDP WP meeting held on 5 January 2021**  
**(Pages 284 – 288)**
5. **To receive the notes of meetings of the Steering Group**  
**(Pages 289 - 301)**

- 1) 31 December 2020
- 2) 08 January 2021
- 3) 13 January 2021
- 4) 21 January 2021
- 5) 22 January 2021

- 6. Update on Town Councillor briefing Monday 25<sup>th</sup> January 2021**  
**(Pages 302 – 305)**
- 1) Receive and approve updated budget position 22/01/21
  - 2) Receive and approve the Ledbury NDP current status briefing document 22/01/21
  - 3) Receive current project timeline forecast 09/01/21
- 7. Update on progress work of BB and CT** (Verbal update)
- 8. Update on funding** (Verbal update)
- 9. Update on filing** (Pages 306 – 314)
- 1) Receive updated version of the filing record 27/01/21
- 10. Approve Communications and Consultation plan (also update on Consultation and request for volunteers' involvement).**  
**(Pages 315 – 323)**
- 1) Receive current draft of the plan 27/01/21

**14. Dates of future meetings**

To note that future meetings of Neighbourhood Development Plan Working Party are scheduled to be held on the following dates in the 2020/21 Municipal Year and that meetings will be held via Zoom until further notice:

Tuesday, 2 February 2021 – 6.30 pm  
Tuesday, 2 March 2021 – 6.30 pm  
Tuesday, 30 March 2021 6.30 pm

Distribution: Agenda to all Councillor and non-Councillor Members

**NOTES OF A MEETING OF THE  
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY  
HELD ON 5 JANUARY  
VIA ZOOM**

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**PRESENT:** Councillor Howells, Councillor Bannister, Councillor Harvey, Nicola Forde (Deputy Chair) Ann Lumb, Paul Kinnaird.

**IN ATTENDANCE:** Town Clerk – Angela Price

**APOLOGIES**

Apologies were received from Councillor Helen l'Anson

**130 DECLARATION OF INTERESTS**

None received

**131 MINUTES**

Members were requested to approve and sign the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 1 December 2020 as an accurate record.

**RESOLVED:**

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 1 December 2020 be approved as an accurate record.

**132 NOTES OF THE STEERING GROUP – UP TO 16 DECEMBER 2020**

**RESOLVED:**

That the notes of the NDP steering group from 23 November 2020 to 16 December 2020 be received and noted.

**133 CONSULTANT REVIEW OF WORK PROGRAMME**

Members were provided with a written update from Bill Bloxsome on the NDP work programme .

Councillor Harvey queried Topic Paper 3: Green infrastructure, Recreation and Leisure. She advised that Bill Bloxsome had noted that additional leisure facilities would not be required. She asked whether anybody had contacted John Masefield School in relation to their sports hall and courts and whether they were happy with out of hours use of the facilities.

Councillor Howells advised that the Steering Group would contact John Masefield School.

**RESOLVED:**

- 1. That the progress update from Bill Bloxsome be received and noted.**
- 2. That Councillor Howells and the Steering Group to contact John Masefield re their plans for the sports Hall and Courts.**

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**UPDATE ON EMPLOYMENT TOPIC GUIDE**

Notes from Ian James in relation to the topic guide to be circulated with members via email.

Councillor Howells updated members on the meeting with Heineken which he attended with Paul Kinnaird. He advised that the minutes of the meeting will be available for members once Heineken have approved.

The actions from the meeting with Heineken were that Nick Fish would discuss access through the green field marked C on the map and that Paul Sampson would discuss the anaerobic digester.

A further meeting was to be organised after 10 January.

Councillor Harvey asked whether the discussion on land for employment was in addition to the land they had agreed to in the core strategy in 2015. Councillor Howells advised that he confirm with Bill Bloxome.

76 letters had been sent to business in Ledbury and another 48 to members of the Traders Association. Councillor Howells Had received positive feedback and advised that some businesses would like to meet in the near future to discuss further.

Councillor Harvey advised that the outstanding letters should be posted as opposed to hand delivered due to COVID-19. she suggested contacting Roger Allenby or Josie Rushgrove at Herefordshire Council to obtain permission to view the list of business rates in order to obtain local shop addresses for NDP purposes. She also suggested copying Sam Banks into the email to Herefordshire council.

Councillor Harvey asked whether the emergency services had been contacted re a possible joint tri-services facility in a new location. Councillor Howells replied that this would be looked at in the next few weeks.

**RESOLVED:**

- 1. That the verbal update on Employment be received and noted.**
- 2. That the Town Clerk contact Herefordshire Council to obtain a list of Ledbury business rates in order to obtain local business addresses.**
- 3. That a copy of the letter circulated be sent to Cllr Harvey.**

## UPDATE ON GREEN INFRASTRUCTURE AND RECREATION TOPIC GUIDE

Councillor Howells updated members on the progress on the green infrastructure and recreation topic guide. He advised members that Herefordshire Council planners were very positive on the progress that the NDP have made in relation to new locations for sports facilities.

Members were advised that Nick Fish had tried to organise a meeting with Alistair Young to discuss using part of his land for new sports facilities/employment unit but had not managed to so far

Councillor Harvey suggested considering the paddock next to the bungalow on the Ross Road. Councillor Howells advised that the Planning Officers felt that the paddock was not the best place to start in regard to applying for planning permission. However, he felt that it should be considered at least for a backup.

Members were provided with a plan drawn up by Bill Bloxsome suggesting Local Enhancement Zones and Strategic Corridors with the aim of protecting sensitive green spaces outside the settlement boundary.

Councillor Harvey suggested extending the map more to the North, from the area marked LSC2 up to the Storesbrook bridge to provide a green protection zone and to create a woodland/wetland. She also suggested extending more to the South to ensure there is a green gap between Ledbury and the hamlet of Parkway.

Councillor Harvey felt that it would be worth registering other woods as assets of community interest as a change in management of the woods could affect public amenity and the setting to the town. She explained how important the woods were to Ledbury and that they could be protected as Dog Hill Wood is.

Councillor Harvey was glad to see the importance of Wall Hills highlighted and noted that arc lights on Wall Hills and at Haygrove have impacted on the setting of Wall Hills and Ledbury which used to be a dark skies area. Other areas which should be looked at are on the UDP map – eg parts of the Town Trail, Masefield Meadows and Upper Hall Lake.

Members noted that the the triangle of land between Cut Throat Lane and Worcester Road also needs to be protected. Councillor Harvey suggested that members look at the green infrastructure plan in the UPD.

### RESOLVED:

That the draft Ledbury Local Enhancement Zones and Strategic Corridors map be received and noted.

## UPDATE ON COMMUNITY FACILITIES TOPIC GUIDE

Councillor Howells advised that Nicola Forde and Bill Bloxsome had attended a meeting with Ledbury Health Practice re their future plans, notes will be available once approved.

Members felt that it was more desirable for a facility to be in the centre of town, but that there were concerns with the space available. Paul Kinnaird advised that CCG is having further conversations with the developer.

Councillor Harvey suggested that the council write to the CCG to highlight the need for the medical facility in the town centre as opposed to the outskirts of the town.

**RESOLVED:**

- 1. That the update on the Community Facilities Topic Guide be received and noted.**
2. That the Council write to the CCG to underline the importance of medical facilities remaining in the town centre and that a location on the outskirts of the town would be bad for residents and for sustainability.

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**LANDSCAPE CAPACITY ASSESSMENT (LSCA)**

Councillor Howells updated members on progress and explained that Carly Tinkler would now be producing a Landscape and Visual Baseline Study rather than a full LSCA. She will be looking through the reports that members have submitted and that she will make comment by the end of January in readiness for consultation.

**RESOLVED:**

**That the update on the LSCA be received and noted.**

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**FUNDING**

Nicola Forde advised that the NDP are eligible for a £10,000 grant from Localities (Government). She also advised that up to £10,000 Lottery funding can be applied for but would take up to 3 months from application to receipt.

The localities grant needs to be submitted by 29 January 2021.

Councillor Harvey suggested applying for a Localities grant in the next financial year due to lockdown and consultations not being able to take place.

**RESOLVED:**

**That Members receive and note the update on funding.**

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**FILING**

Councillor Howells updated members on discussions he had with the Administrator at Ledbury Council. He advised that the website will be updated within the next month.

**RESOLVED:**

**That the update on the NDP filing be received and noted.**

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**UPDATE ON PUBLIC CONSULTATION PROCESS**

Councillor Howells updated members on the public consultation process.

**RESOLVED:**

That the update on public consultation be received and noted.

141

**CURRENT PROJECT PLAN AND DECISION TIMESCALES**

Councillor Howells advised that Nicola Forde had produced a project timescale. Due to lockdown members agreed that the consultation will be mid-April to May with Regulation 14 in September 2021.

Councillor Howells advised that he circulate a copy via email.

**RESOLVED:**

That the update project plan and decision timescales be received and noted.

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**DATES OF NEXT MEETINGS**

To note that future meetings of Neighbourhood Development Plan Working Party are scheduled to be held on the following dates in the 2020/21 Municipal Year and that meetings will be held via Zoom until further notice:

Tuesday, 2 February 2021 - 6.30 pm

Tuesday, 2 March 2021 - 6.30 pm

Tuesday, 30 March 2021 6.30 pm

Meeting closed at 7:45

Signed ..... Dated





**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  
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<p><b>Meeting 12 – Thursday 31<sup>st</sup> December</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1. Notes of Meetings 10 and 11</b>                  These were agreed. Matters arising from Meeting 11 were discussed as follows.</p>	
<p><b>2. Funding</b>                  NF to complete draft for Localities grant (£10,000) by 4<sup>th</sup> January, to agree with PH and forward to Dave Tristram for opinion on his return to work (10<sup>th</sup> January). Phone first possibly, because of recurring problem with Dave Tristram's email.</p>	<p>NF&amp;PH</p>
<p><b>3. Recreation</b>                  Planned consultation meeting with sports group on 22<sup>nd</sup> December had to be cancelled but is now scheduled for 6<sup>th</sup> January. BB's work on recreation still needs additional information from Nick Fish on: finances associated with site at UBL; at least 4 other sites considered to date. The Deeley's site (by the Full Pitcher roundabout) might also be considered for one of the football clubs.</p>	<p>PH</p>
<p><b>4. CT's Work</b>                  PH to speak to AP about contract asap.                  PH to email or speak to CT on 4<sup>th</sup> January regarding two aspects:                  1. Current work on contacting volunteers and first draft of Topic Paper 6. This is to update WP meeting on 5<sup>th</sup> January.                  2. Our current thinking on further landscape work, now focusing on areas for protection, rather than future zoning (See below). Topic Paper 7 is therefore no longer required. Full LSCA not ruled out in longer term.</p>	<p>PH PH</p>
<p><b>5. Zoning</b>                  SG again discussed several approaches to zoning, as covered at Meeting 11 and first suggested at a meeting in August, 2020 attended by a small group of WP members, CT and Dave Tristram. The ideas agreed then were essentially about green infrastructure (green gaps south of Ledbury and between Ledbury and Wellington Heath, the route of the reinstated canal etc). SG concluded that these ideas can be incorporated in BB's current work on green infrastructure and the related map.                  This approach identifies areas for protection i.e. not to be built on, and also shows the inter-connectivity of these green spaces outside the settlement boundary. Significantly, this approach also gives guidance on:                  1. the settlement boundary                  2. the next Core Strategy and how the NDP will feed into it.                  SG agreed that while different approaches to zoning had been considered (e.g. wider in scope and more detailed zoning), the main</p>	

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<p>priority now is the urgent revision of the NDP to include an evidence based settlement boundary.</p>	
<p><b>6. Other Related Issues</b>          PH had discussed the Bovis site with BB and this will be covered in the Topic Paper on green infrastructure.          NF will send out map on 4<sup>th</sup> January for WP members to locate their valued views, indicating the direction of view. Associated photos can be submitted separately.          PH to ask office to send out coloured version of green infrastructure map on 4<sup>th</sup> January for WP meeting on 5<sup>th</sup> January.</p>	<p>NF          PH</p>
<p><b>7. Business Letters and Administration</b>          Letters still need to be sent to retailers with the date for responses changed to mid/late January. PH to ask office to print about 100 letters ready for distribution by 7<sup>th</sup> or 8<sup>th</sup> January. SG to distribute and ask at WP meeting on 5<sup>th</sup> January for help from others.          Filing: PH had a very positive meeting with Olivia on 22<sup>nd</sup> December about setting up the filing. Agreed that they would use the same headings, as per spreadsheet, for printed, PC filing and website. PH to discuss acquiring up to half a day of Olivia's time for this task.          NF to resend the NDP 'about page' for PH to approve and for him to ask Olivia to put on website.</p>	<p>PH          PH          NF&amp;PH</p>
<p><b>8. Timeline</b>          SG reviewed 2 possible timelines. It was agreed that Scenario 1 timeline was very tight, taking into account: only 6 weeks to analyse feedback after each consultation stage; the need for quicker agreement from council meetings; present Covid restrictions. BB also needs to have seen all of CT's work by the end of January, which is too tight.          SG therefore agreed to aim for Scenario 2 by which the final NDP and consultation plan is with the WP for meeting on 2<sup>nd</sup> March, with the ED&amp;P by 11<sup>th</sup> March, and for Council to approve by 1<sup>st</sup> April. First consultation could then be mid-April.          PH to inform WP members of this new timeline on 5<sup>th</sup> January.          NF to inform CT and BB after PH's discussion with CT. BB also to be asked to SG meeting on 13<sup>th</sup> or 14<sup>th</sup> January, and to include Maxine Bassett.</p>	<p>PH          NF</p>
<p><b>9. Date of Next SG Meetings</b>          Friday 8th January 2021 at 10 am          13<sup>th</sup> or 14<sup>th</sup> January to be arranged with BB and Max to suit them..</p>	

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<b>Meeting 13 – Friday 8<sup>th</sup> January 2021</b>	
<b>Present: PH; NF; AL</b>	
<b>1. Notes of Meeting 12.</b> Agreed by SG	
<b>2. Funding</b> PH needs to look at funding application sent by NF and send to David Tristram for Monday 11 <sup>th</sup> January. Zoom meeting with him to be arranged for 14 <sup>th</sup> or 15 <sup>th</sup> January. PH to ask AP to join this Zoom. After discussion of the three costs (BB, CT and budget for each consultation phase), it was agreed to apply for £10,000 Localities grant now. Need to claim for some of BB's fee from Localities next year, during which there will also be £10,000 from LTC. Awards for All to be applied for now, because it takes three months to process. Budget for consultation (£5,000 for each stage) needs planning and detailed breakdown. Some costs under Covid restrictions may be more (e.g. leaflets), others less (e.g. hiring halls). PH's communication and consultation plan can be the guide on this budget.	PH PH
<b>3. Recreation and Green Infrastructure</b> A planned meeting with the Sports Group (22 <sup>nd</sup> December and then 6 <sup>th</sup> January) had to be cancelled and needs rearranging and to include BB. Nick Fish still has to provide information on the finances associated with the UBL site and other sites already considered. AL's summary of green infrastructure comments made at WP meeting on 5 <sup>th</sup> January to be sent to BB, along with UDP map. Other locations to be included in BB's green infrastructure work: proposed community garden/green space at Underdown and possible link to Haygrove proposal; southern section of Bovis site; Gladman site with its wild daffodils. NF to chase WP members to get more valued views and forward to CT.	PH PH NF
<b>4. CT's Work</b> PH has had a discussion with CT explaining Covid and other circumstances leading to delay, uncertainty and tighter funding. The original zoning plan will now be replaced by BB's work on green infrastructure and map, which could combine with CT's work. CT to be contacted asap about completion of draft Topic Paper 6 by meeting on 21 <sup>st</sup> /22 <sup>nd</sup> January.	PH

## Ledbury NDP Steering Group (SG) agenda and actions

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<p><b>5. Employment</b>          Ian James has produced useful comments on the employment topic paper, which should be sent to BB along with responses received as a result of employers' letter.          AL suggested emailing this letter to John Goodwin and Pughs with two additional questions raised in Ian James's paper: 1) What is the current demand for commercial property in the area? 2) What is the history of enquiries for vacant sites e.g. Countrywide, Travis Perkins, by Amcor. PH prefers to consult by arranging Zoom meetings with John Goodwin and Pughs.          Letter to employers has been emailed to 48 traders in addition to the 76 businesses already contacted. PH to arrange further distribution of the letter (date changed to 31/1/21) to retailers and office premises in town centre, Covid restrictions permitting. If not possible, revised letter to go out in mid-February or as part of public consultation in April.</p>	<p>PH  PH  PH</p>
<p><b>6. Consultation</b>          PH to update Communication and Consultation Plan to include: groups still to be consulted; what certain groups previously consulted think now. Once completed, PH will send the plan to SB and Liz Harvey for comment.          NF has produced a grid to record feedback from different individuals/groups. SG agreed that it also needs to record how we respond to ideas and will form valuable evidence of the consultation process.</p>	<p>PH  NF</p>
<p><b>7. Design Guide</b>          Some general feedback has been received from Ian James, Patrick Goode and AL. NF to study the document in more detail, contact Paul Neep again, and ask for feedback from: Paul Kinnaird; Ledbury Area Cycle Forum; Steve Glennie-Smith; Bella Johnson; Tony Peake and SB.</p>	<p>NF</p>
<p><b>8. Community Facilities</b>          PH to confer with AP about letter to be sent from LTC to CCG. Need to consult with tri-services and update plan for their town centre location. NB this is also covered in Ian James's paper. PH also raised need to identify genuinely affordable housing site(s) in Ledbury (e.g. near car park north of station) to feed into the next Core Strategy and future NDPs.</p>	<p>PH</p>

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<p><b>9. Filing</b>          NF pointed out that WP notes from end-2018 and January 2019 are still not on the website. The 'about page' drafted by NF should also be approved and put on the website.          It should be possible for the PC filing system to give councillors and other involved individuals access to current work and draft topic papers. Olivia to be asked to ensure such access when setting up the digital storage system.</p>	<p>PH</p>
<p><b>10. Summary of Documents to be Sent to BB.</b></p> <ul style="list-style-type: none"> <li>• Ian James's paper; employers' responses received.</li> <li>• AL's summary on green infrastructure comments; UDP map.</li> <li>• Revised timeline?</li> </ul> <p>NF to ask BB to respond to SB's request for feedback on SEA Scoping Document.</p>	<p>PH          PH          PH          NF</p>
<p><b>11. Date of Next SG Meetings</b>          SG meeting with BB and Maxine Bassett on Wednesday 13<sup>th</sup> January at 7:30pm          SG meeting to arrange for 21<sup>st</sup> or 22<sup>nd</sup> January (pm) with CT and BB. First part to review Topic Paper 6 with CT. Second part a joint meeting to discuss work on green infrastructure.</p>	

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<p><b>Meeting 14 – Wednesday 13<sup>th</sup> January 2021</b>  <b>Present: PH; NF; AL; BB; Maxine Bassett (MB)</b></p>	
<p>The purpose of the meeting was to discuss the first consultation programmed to be held after Easter in April.</p>	
<p><b>1. What do we consult on?</b>          BB/MB – we need to consult on policy directions. We should explain that this is a limited review of the settlement boundary, green infrastructure and the integration of design guide policies into the NDP.</p>	
<p><b>2. How do we consult?</b>          A Powerpoint presentation could be put on the internet and printed. 16 slides per A4 sheet plus paper copies circulated by clerk by 2<sup>nd</sup> class post. The whole presentation would probably fit on 2 sides of A4 accompanied by a questionnaire.          There could be a Zoom presentation, MB has a Zoom license and an online survey with Survey Monkey for example.</p> <p>BB some issues will bore people. Suggest 2 presentations one with the evidence base, one with the options and policy approaches. Make it plain up front we are not dealing with housing          Employment and Recreation can be dealt with under the settlement boundary.          PH agreed to send MB and BB a copy of the physical and web-based filing systems          Leaflet and questionnaire to every household. Put copies in newspaper or Focus. Someone needs to investigate methods and costs.          MB to help design questionnaire and presentation.</p> <p>First draft of consultation needs to go to Councillors at the ED&amp;P meeting on 11 March (to go with papers at the beginning of March).</p>	<p style="text-align: center; color: red;">PH</p> <p style="text-align: center; color: red;">MB</p>
<p><b>3. Progress on Evidence Base</b>  <u>Recreation/Employment</u>          Waiting for information from Nick Fish about the amount of recreation land needed for sport and other background details re sport in Ledbury.          Need to ascertain whether we can make up the 12 hectares of employment land specified in the Core Strategy. If there isn't 12 hectares of employment land an Inspector may ask for some of the recreation land to be given up to employment.          AL asked if the piece of land inside the by-pass by Amcor could count</p>	

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<p>towards the 12 ha. BB replied no, but land near the auction house could.</p> <p>Someone needs to talk to Sport England re funding.</p> <p>BB – we need to know what the owner of the land off the Little Marcle Road has said to Nick Fish and we should then write to landowner saying this is what we would like – please let us know if you agree. We can still consult on this if we haven't got an answer but we need to make every effort to have this discussion, and to show that we have made every effort.</p> <p>PH to ask Steve Onions to ask Nick Fish and the Sports Federation to report back on outstanding issues.</p> <p><u>Green Infrastructure</u>. is getting on well – may refer to plans CT is working on .</p> <p><u>Design Guide</u>. may include 2 sensitive areas identified through CT work – area off Dymock Road and land by Walls Hill.</p>	<p>PH</p>
<p><b>4. Other Issues</b></p> <p>PH said that the future location of <u>medical facilities</u> should be included in the revision of the NDP. The options at the moment are Market Street, Lawnside and the triangle of land by the Full Pitcher roundabout. In order to free up Lawnside an alternative location need to be looked at for the Fire Service – there had been ideas in the past about a tri-services centre and where it could be located. This would also raise the issue of the future of the current police station building.</p> <p>BB said that when looking at the central town area which needs re-development, it would be better to focus on development criteria, rather than exact uses or specific facilities.</p> <p>BB replied that every time things were added to the scope of the revision time would be added. On all these extra topics the question needs to be asked – can we actually put these things in an NDP? Is there another method of delivering what we want? Should these revisions be considered in this revision of the NDP or the next? He pointed out that you can't always deliver things you want to as services you're talking about may decide differently. You don't want to raise unrealistic expectations.</p> <p>PH's view is that longer should be spent on the revision and more included, this would give more protection and enable a proactive input into the Core Strategy.</p> <p>PH to put three options to Town Councillors comprising short, medium and longer processes – stating with each option what can and cannot be included.</p> <p>AL and NF said they would prefer the short process as this would</p>	

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<p>mean that the most protective element of the revision a settlement boundary would be in place.</p> <p>BB pointed out that the number of issues that are being covered need to be limited, if you have too many the revision will be more like a completely new NDP and you may be asked why housing isn't being considered. You would also need to have more consultation</p>	
<p><b>5. Consultant Fees</b></p> <p>PH asked whether BB and MB needed to revisit their original quote to cover the extra work they were doing particularly in the light of the difficulty of running a consultation under Covid-19 conditions. Agreed they would consider this and come back to PH.</p>	MB/BB
<p>6. MB and BB to comment on the Communications document</p>	MB BB
<p>7. Next Steering Group Meeting 21<sup>st</sup> January at 4.30pm</p>	



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<b>Meeting 15 – Thursday 21<sup>st</sup> January 2021</b>	
<b>Present: PH; NF; AL</b>	
<b>1. Notes of Meeting 13 &amp; 14.</b> After changes were made, notes of both meetings were agreed.	
<b>2. Meeting with Councillors re. project timetable</b> For meeting on 25 <sup>th</sup> January, PH will send councillors various documents: original WP objectives, terms of reference and scoping document (May 2019); settlement boundary definition; latest timeline; updated budget document. (now reduced to about £30,000 based on £10,000 from LTC, £20,000 in grants and contingency of £5,000). PH will outline the topics we are working on and the policies we shall be updating e.g. on town centre and retail. HC advice is to redraw town centre with no distinction between primary and secondary areas. PH will also raise question about inclusion of community-led affordable housing. NF pointed out that this can be done, according to BB, in a different way, outside the NDP, and that the Old Cricket Ground will be for affordable housing. PH will also cover other topics on 25 <sup>th</sup> January including: Green Infrastructure and the areas for future protection; an extended Design Guide. PH emphasised need for LTC buy-in to present strategy and timeline. NF and AL both in favour of present, shorter timeline to get to Reg. 14 by September 2021. SG agreed this position.	PH
<b>3. Funding</b> PH said that NF had been a great help with the Localities grant application and it was agreed that she would no longer be involved with funding. SB has commented on the funding template and PH had sent it to AP to register and complete after his meeting with her on Tuesday (26 <sup>th</sup> January). Application will be put past Dave Tristram on Wednesday (27 <sup>th</sup> January), and Awards for All application too.	PH
<b>4. BB's 'Issues and Options' paper.</b> PH suggested that NF and AL pass on comments to BB rather than hold things up. It is important that all read and approve the final version. Later agreed with BB (meeting 16 on 22 <sup>nd</sup> January) to have an SG Meeting to discuss this paper on Thursday, 28 <sup>th</sup> January at 3:00pm.	SG

## 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>5. Consultee List</b>          PH is working to revise the Communications and Consultation Plan and has received helpful input from MB. The list of people/ organisations to consult urgently was discussed and PH reported what has already been done.</p> <p>a. <u>Mr Wilce</u>. Proposal for land north of station was discussed with him about a year ago and again at a meeting last week. The landowner (Mr Wilce) is still happy. PH to contact Paul Sampson for meeting minutes relevant to this.</p> <p>b. <u>Mr A Young</u>. Not to be contacted until after consultation meeting with Sports Federation, which is still held up.</p> <p>c. <u>Pugh's and John Goodwin</u>. Agreed to contact by letter drafted by AL, with offer of telephone call or Zoom meeting to discuss further.</p>	<p>PH</p> <p>AL &amp; PH</p>
<p><b>6. Filing</b>          PH to ring/email Olivia about this. The website has nothing live on supporting documents as yet. There are difficulties working from home at present and PH may need to talk to AP about this.</p>	<p>PH</p>
<p><b>7. Meeting with CT</b>          The purpose and content of meeting with CT were discussed. It was agreed that SG need at least the draft baseline studies completed and time to read them to have a worthwhile discussion.          PH to contact CT and arrange another meeting next week.</p>	<p>PH</p>
<p><b>8. SEA Scoping Report</b>          SG agreed to inform SB that this is acceptable. NF to contact SB.</p>	<p>NF</p>
<p><b>9. Agenda for WP meeting – 2<sup>nd</sup> February</b></p> <ol style="list-style-type: none"> <li>1. To receive notes of WP meeting on 5<sup>th</sup> January (N.B. not yet seen)</li> <li>2. To receive notes of SG meetings 12, 13, 14 (15 &amp; 16?)</li> <li>3. Update on funding</li> <li>4. Approve Communications and Consultation plan (also update on consultation and request for volunteers' involvement).</li> <li>5. Update on progress with work of BB and CT</li> </ol>	
<p><b>10. Next SG Meeting</b>          22<sup>nd</sup> January at 2:45pm with BB.</p>	

## Ledbury NDP Steering Group (SG) agenda and actions

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<p><b>Meeting 16 – Friday 22nd January 2021</b>  <b>Present: PH; NF; AL; BB</b></p>	
<p><b>1. Green Infrastructure Study</b>            SG discussed how to reflect green infrastructure - areas we don't want developed and in so doing, guide the next Core Strategy and next NDP.            PH explained that we had been thinking of this as the focus of a separate topic paper and asked: do we have a separate document on this, a conceptual plan, or is it part of the green infrastructure paper BB is already working on? BB to consider conceptual part and suggested perhaps covering as appendix in current topic guide.            BB's approach would not have areas in the plan designated 'green space'. Rather, woodlands, open spaces, recreation fields, SSSIs etc. should be drawn together as different designations, fitting into an overall network. BB has already identified 'zones' and wants to compare them with CT's work to see if they are correct; if not, why not.            A new designation, Local Green Space, could be used for small spaces such as wild daffodil sites. These do not have to have public access, but have to have some 'value' e.g. biodiversity, heritage/cultural, recreation/amenity. We can consult the Climate Change group and Herefordshire Wildlife Trust on such spaces.</p>	<p>BB</p>
<p><b>2. Specific Locations Near Town</b></p> <p>a. <u>Masefield Meadow</u>            This is private land near Tesco, which is not visible, but could be a 'green corridor'. BB said we would need evidence as to how this site is special to the community. It may not be designated special, but any future development might require a net gain in biodiversity, not necessarily on site.            Agreed need to consult on the Masefield Meadow with the owner.</p> <p>b. <u>Green buffer/fields north of Leadon Way (approx. from near Gloucester roundabout towards Full Pitcher.</u>            This narrow strip was on the old UDP and needs to be maintained as green space valued by local people. BB suggested it could be designated open space. He also asked if this could include a children's playground as there is a shortage of this amenity on the south side of the town.            Proposal would involve LTC buying part of the land.            AL suggested that this strip of land might also be a more appropriate location for Haygrove community garden than that proposed off Hereford Road.</p>	<p>PH</p>

## Ledbury NDP Steering Group (SG) agenda and actions

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<p>NF agreed to produce an up-to-date map of sites to be preserved as open space, including (b) above.</p>	<p>NF</p>
<p><b>3. Points Raised at WP Meeting (5<sup>th</sup> January)</b>              Eight points on green infrastructure were raised by Liz Harvey and SG at recent meetings. Discussed with BB as follows.</p> <p>i. <u>Need to extend LSC2 towards Wellington Heath</u> to include wetlands etc. to slow water flow and provide northern green gap. BB advised adding these measures to LEZ1, because that would give more protection. Asked about changing the colour used on the map for better clarity, BB said that he could not change the map format. We would need to ask Hoople or HC. SG agreed that all this area should be outside the settlement boundary.</p> <p>ii. <u>Need for safe, off-road access to allotments</u> (not in parish). PH explained aspiration for reinstated canal towpath for active transport between Staplow and Dymock. This is also supported in the Dymock NDP. BB said this could be proposed, but only if you can fund and deliver it. Could this go in the conceptual plan? HC Core Strategy protects the route of the canal and we would wish to protect the route including a cycling/walking footpath.</p> <p>iii. <u>Parkway</u> – need for green buffer between here and Ledbury and to prevent sprawl.              BB pointed out that Core Strategy policy RA3 covers land outside settlement boundaries, classifying it as open countryside and this would include Parkway (which is not classified as a settlement). There is therefore no need to treat Parkway differently in the NDP. It may benefit from the proposed enhancement zone by Bovis and green corridor to the south and east of Ledbury.              PH added that improving the footpath between the town and Parkway would be beneficial. BB asked: is funding for this committed and the footpath therefore deliverable? The land is part of the highway. This probably needs to go in an appendix along with other cycle/walking pathways as aspirations. PH to provide BB with a list of 4 main footpaths his group are looking at.</p> <p>iv. <u>Need to link the green infrastructure study to all footpaths including woodland/hill paths.</u> Not specifically discussed, except as in (ii) and (iii) above.</p> <p>v. <u>Ensuring that Frith and Conegree Woods are kept as Ledbury amenities.</u> This is covered in existing policy NE4.1 and in policies at 6.3 and 8.3 of BB's Design Guide. BB will look at which issues to keep in the Design Guide. NF to ask</p>	<p>BB/NF?</p> <p>PH</p> <p>BB</p>

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## Ledbury NDP Steering Group (SG) agenda and actions

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 Action colour code: **Red = still to do**

<p>Paul Neep (again) and Paul Kinnaird for their views on the Design Guide.</p> <p>vi. <u>Green Spaces in, or on edge of Ledbury</u>. Various sites were discussed. NF to produce comprehensive up-to-date map of these sites (as covered in 2(b) above).</p> <p>vii. <u>Proposal for Communal Garden at Underdown</u>. BB said he would not put this proposal in the NDP, because he is proposing that it should be within a new Local Strategic Corridor LSC5 and registered parkland. The Haygrove proposal for a communal garden south of Hereford Road is similarly in a local strategic corridor</p> <p>viii. <u>Bovis Site</u>. This is currently inside the settlement boundary and BB will look at it. PH pointed out that views near a small group of trees and in the surroundings to Dymock Road could indicate a green buffer between this area and Parkway. BB said that linking the uplands of the Malverns with the transition area to the lowlands of the Leadon Valley will be important in the conceptual part of the green infrastructure study.</p>	<p>NF</p> <p>BB</p>
<p><b>4. General Issues</b></p> <p><u>BB's work</u> on Topic Paper 3 and the conceptual part overlaps with CT's work. BB needs information from CT as soon as possible to check HC's assessments and to drill down below these levels. BB will also cover two other sensitive areas: the Dymock Road site and Gladman's site by Walls Camp. BB to come back to us about extra funding for green infrastructure work.</p> <p><u>Appendices</u>. BB suggested that things the Council would like to see happen, but which fall outside the scope of the current NDP should be included in an appendix. This would include things there is currently no funding for, like new footpaths. He also said that the Examiner's Report should be an appendix, as it underpins the identification of the land east and south of the bypass as sensitive, and this should be referenced in the main report.</p> <p><u>CT's work</u>: Final completed draft paper required by mid-February (Monday, 15<sup>th</sup> February latest). Current report draft required about 2 days before meeting on 29<sup>th</sup> January to review and understand additional information/views needed.</p>	
<p><b>5. Next SG Meetings</b></p> <p>Thursday, 28<sup>th</sup> January 3:00pm – with BB to discuss Issues and Options paper</p> <p>Friday, 29<sup>th</sup> January 10:30am – SG</p> <p>Friday, 29<sup>th</sup> January 3:00pm with CT</p>	



## Ledbury Neighbourhood Development Plan Budget

As at: 22/01/2021

Income	Projected income	Actual income	Difference
Locality grant 1 (in yr 20/21)	£5,000.00		-£5,000.00
Locality grant 2 (in yr 21/22)	£5,000.00		-£5,000.00
Awards for all Grant (in yr 21/22)	£10,000.00		-£10,000.00
LTC (up to end March 21) (Note contingency of £10,000 applied for in the budget for 21/22)	£10,000.00		-£10,000.00
Sponsorship			£0.00
<b>Income totals</b>	<b>£30,000.00</b>	<b>£0.00</b>	<b>-£30,000.00</b>

### Expenditure

Consultants	Projected spend	Actual spend	Difference
Landscape assessment	£10,000.00		-£10,000.00
Technical planning	£5,260.00		-£5,260.00
Design Guide	£0.00		£0.00
<b>Subtotal</b>	<b>£15,260.00</b>	<b>£0.00</b>	<b>-£15,260.00</b>

Consultation - policies	Projected spend	Actual spend	Difference
Advertising and leaflets	£1,500.00		-£1,500.00
Room hire (? Maybe not given COVOD regulations?)	£100.00		-£100.00
Refreshments (ditto re COVID?)	£350.00		-£350.00
Materials	£2,000.00		-£2,000.00
Consultant support	£1,000.00		-£1,000.00
<b>Subtotal</b>	<b>£4,950.00</b>	<b>£0.00</b>	<b>-£4,950.00</b>

Counsultation - final draft	Projected spend	Actual spend	Difference
Advertising	£1,500.00		-£1,500.00
Room hire (? Maybe not given COVOD regulations?)	£100.00		-£100.00
Refreshments (ditto re COVID?)	£350.00		-£350.00
Materials	£2,000.00		-£2,000.00
Consultant support	£1,000.00		-£1,000.00
<b>Subtotal</b>	<b>£4,950.00</b>	<b>£0.00</b>	<b>-£4,950.00</b>

Other expenses	Projected spend	Actual spend	Difference
Other expenses contingency	£5,000.00		-£5,000.00
<b>Subtotal</b>	<b>£5,000.00</b>	<b>£0.00</b>	<b>-£5,000.00</b>

Totals	Projected	Actual	Difference
<b>Total income</b>	<b>£30,000.00</b>	<b>£0.00</b>	<b>-£30,000.00</b>
<b>Expenditure</b>			
Consultants	£15,260.00	£0.00	-£15,260.00
Consultation - policies	£4,950.00	£0.00	-£4,950.00
Consultation - final draft	£4,950.00	£0.00	-£4,950.00
Other expenses contingency	£5,000.00	£0.00	-£5,000.00
<b>Total expenditure</b>	<b>£30,160.00</b>	<b>£0.00</b>	<b>-£30,160.00</b>
<b>Total surplus/excess inc over exp</b>	<b>-£160.00</b>	<b>£0.00</b>	<b>£160.00</b>





**Ledbury Town Council  
Neighbourhood Development Plan Working Group  
NDP current status briefing document**

1. It is important to note from the original scoping document that this is a revision of the currently adopted Neighbourhood Development Plan and not a new plan. This places limits on how much the original can be changed, dictates the number of public consultation events necessary and affects the grants available to us.
2. The key aim was always to ensure we produced a settlement boundary that passes inspector examination and is not likely to be legally challenged by developers. This was the key failing of the current plan to be obtained. Other proposed changes were based on what were deemed to be important and capable of being addressed in this version of the NDP at the time – most of which were driven by suggestions by the inspector from the current adopted version. The urgent need to produce a settlement boundary asap means we have to be very firm on what we include in this version as key priorities only.
3. Changes in addition to the settlement boundary agreed at the time of scoping in 2019 were:
  - a. Develop a policy to cover green infrastructure and open spaces in more detail
  - b. A revision of the Ledbury NDP Design Guide (which was a separate referred to document to the current plan, but deemed by the inspector to be better included in the plan itself as a policy of the NDP)
  - c. Identification and allocation of land for a combined football facility for the town
  - d. Updating of the employment policies (identification and allocation of land to meet the 12ha requirements of the Herefordshire Local Plan – the Core Strategy)
  - e. Identification and allocation of possible land for a new medical centre
  - f. Identification and allocation of possible land to expand educational facilities
  - g. Consider commissioning a Landscape Sensitivity and Capacity Study
4. Changes to these and additional policies now also added as a result of further considerations, changes in circumstances and as discussed in a review of the plan by the Working Party, in agreement with consultants and the Herefordshire NDP team, when starting up the WP again after the 2020 break due to the COVID-19 lockdown period.
  - a. Not now looking at educational facilities
  - b. The design guide will probably not now be a separate policy, but its elements will be included in individual policies as deemed appropriate and necessary
  - c. The full Landscaping Sensitivity and Capacity Study initially proposed is now reduced for this version to be a landscaping baseline information study and a more basic landscape report
  - d. Instead, as a result of WP, consultancy and Sam Banks team input after a 'future conceptual scoping discussion' based upon probably new planning laws proposed by the government and a new

**Ledbury Town Council**  
**Neighbourhood Development Plan Working Group**  
**NDP current status briefing document**

- Herefordshire Local Plan/Core Strategy due to be produced within the next two years, we would conduct and produce a conceptual green infrastructure study and report looking ahead to identify important green areas to protect against development
- e. Updating the railway station policy to identify and allocate land to provide access to the north platform
  - f. Update the town's retail policy to remove separate primary and secondary areas and to just describe the 'town centre' to include the Coop and Tesco stores to be recognised as part of the town centre
5. In addition to these revision changes, the aim is to produce a new NDP which also achieves 3 other aims:
- a. Becomes a guide for future development of the next iterations of the NDP
  - b. Allows Ledbury to be proactive in 'informing' the emerging new Herefordshire Local Plan/Core Strategy as to Ledbury's planning priorities
  - c. Through the conceptual green infrastructure report also point the way to adopting future plans to the probable 'zoning' planning format proposed by the government
6. Timescale – the original scoping document aimed for adoption by the end of February 2020. Because of COVID and getting approval decisions made by ED&P and full Council for each stage of development, it is now envisaged to reach Reg 14 (when the plan first has legal status) in September 2020 and adoption by the end of the year. The timing is very important because of the need to:
- a. Have a settlement boundary in place asap to give us a legal say in proposed new developments
  - b. To give the revised NDP at least 2 years of effective 'life' (for which it applies to new housing developments) and before the new Core Strategy or proposed government new planning regulations come into force and may therefore override it or make it redundant.
7. Funding – it has been very difficult/impossible to practically pursue grant funding for most of the last year. Awards for All grants, for instance, were not being given for NDPs during this time. We have continually taken advice from Herefordshire's Funding Office, Dave Tristram, on how to proceed and are now starting new grant applications as per the new budget. It is now estimated the total cost will be less than originally conceived.
- 8. Recommendations:**
- a. That Councillors accept this report and its declared aims, funding needs and timescale as being an agreed programme plan to complete this revision of the NDP
  - b. That Councillors agree this report be submitted to the next ED&P Committee meeting and Full Council to be formally approved as being the agreed and anticipated NDP revision outcome.

# Agenda Item 6 (3)

## PROJECT TIMELINE (rev 9 Jan 2021)

### Notes:

- We need to have the first consultation just after Easter – school holidays start 19<sup>th</sup> April.
- Consultation questions and materials (plans and options) need to be approved by the working party 2<sup>nd</sup> March and ED&P 11<sup>th</sup> March and Full Council 1<sup>st</sup> April
- We need to have the Reg 14 Consultation at the beginning of September after the summer holidays

If we have the Reg 14 Consultation in September we will get to Reg 16 at the beginning of December but it may need to be moved to January if it can't be squeezed in before the holidays.

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Council Meetings		ED&P 11th	ED&P 11th	Full Council 1st	ED&P 20th		ED&P 7th					
NDP WP Meetings		NDP WP 2 <sup>nd</sup>	NDPWP 2 <sup>nd</sup> & 30th									
NDP SG Meetings	21st	2nd	2 <sup>nd</sup> & 30th									
Study Deadlines	21 <sup>st</sup> Draft Landscape Study	Final Draft Topic papers - Mid-Feb	Policies and studies to NDPWP on 2 <sup>nd</sup> , ED&P on 11 <sup>th</sup> , Full Council 1 <sup>st</sup> April									
Consultations				Easter	1 <sup>st</sup> Consultation			School Holidays	Reg 14			Reg 16

W O W



Ledbury Neighbourhood Development Plan 2018 - 2021		Latest date updated		27/01/2021		X = Needs to be filed here Y = Filled or completed n/a = Not needed or non-applicable r = removed from website by later version									
Document filing system v2		Location of LTC PC files is at		This is what the inspector will look at		LTC Website		Notes		Have copy ready to file					
Filing section headings and file names		File format		Approved by ED&P (WP = by Working Party)		LTC Paper file		LTC PC file offline*		LTC Website		Notes		Have copy ready to file	
<b>1.0 Admin, governance and funding</b>															
<b>1.1 Admin</b>															
Up to date copy of this filing list		Excel		WP		X		X		n/a					
Up to date Ledbury NDP 2018-21 Action index		Excel				X		X		n/a					
NDP WP contact list 6th August 2020		Excel		n/a		Y		X		n/a					
NDP WP contact list 28th October 2020		Excel		n/a		Y		X		n/a					
NDP WP email list 23 Dec 2020		Excel		n/a		Y		X		n/a					
Ledbury Town Council - NDP confidentiality agreement		pdf		n/a		Y		X		n/a		Need individual WP sigs copies			
Declaration of interest		Word		Y		X		X		n/a		Need individual WP sigs copies			
NDP consultation visits or meetings reporting form November 2020		email		n/a		Y		X		n/a					
NDP filing system process 140121						Y		X		n/a					
<b>1.2 Funding and budget</b>															
28 06 19 Funding meeting Dave Tristram		Word		Y		Y		X		X					
Ledbury NDP budget 2019-20 v010719		Excel		Y		Y		n/a		n/a					
Ledbury NDP budget 2019-20 v170919		Excel		Y		Y		X		?					
Malvern ANOB Grants and funding		Word		n/a		X		n/a		n/a					
email to Angie re NDP funding applications 180121		email		n/a		Y		X		n/a					
Ledbury NDP budget 2019-21 v220121		Excel				X		X		X					
Localities Grant Application January 2021		On-line				X		X		?					
<b>1.3 Objectives and terms of reference</b>															
2019 NDP Working Party Scoping Plan rev. 15 03 19		Word		n/a		Y		X		n/a		First draft			
Approved 2019 NDP Working Party Scoping Plan rev. 05. 19		Word		Y		Y		X		X					
LTC Corporate plan with NDP area highlights Jan 21		Excel		Y		X		X		n/a					
email for Councillors Ledbury Neighbourhood Development Plan briefing on Monday 25th January 2021 at 6.30pm		email		n/a		Y		X		X					
Ledbury NDP current status briefing document 22nd January 2021		Word				Y		X		X					
<b>1.4 Project plan</b>															
NDP Project Timeline May 2019		Word		Y		Y		X		X					
NDP Timeline PDF page 1 July 2019		pdf		Y		Y		X		X					
NDP Timeline PDF page 2 July 2019		pdf		Y		Y		X		X					
NDP Revisions 2019 Schedule of revis 2 091219		Excel		n/a		Y		X		n/a					
NDP Project timeline post covid v 280920		Excel		n/a		Y		X		n/a					
NDP project timeline 27 11 20 (dated 2/12/20)		pdf		?		X		X		X		One of these only?		X?	
NDP Draft project timeline 27 11 20		Excel		?		X		X		X		One of these only?		X?	
NDP Timeline Crunch points v2 050121		Word		Y		Y		X		n/a					
09 01 21 Project Timeline		Word				Y		X		X					

# Ledbury Neighbourhood Development Plan 2018 - 2021

Document filing system v2		Latest date updated		27/01/2021						This is what the Inspector will look at		Notes		Have copy ready to file	
* Location of LTC PC files is at		File format		Approved by ED&P (WP = by Working Party)		LTC Paper file		LTC PC file offline*		LTC Website					
Filing section headings and file names															
<b>2.0 Communications and consultation</b>															
<b>2.1 Documentation</b>															
Personalised letter to community groups inviting NDP participation 2019															
NDP Carnival day leaflet Aug 19		Word		Y		X		X		n/a		Inviting NDP input - Need file from Olivia			
Ledbury NDP outline of a communications and consultation process plan June 2019		Word		n/a		X		X		n/a		First draft			
Ledbury NDP communications and consultation process plan February 2020		Word		n/a		Y		X		n/a		Second draft			
Ledbury NDP communications and consultation plan November 2020		Word		n/a		Y		X		n/a		Third draft			
<b>2.2 1st public consultation</b>															
Ledbury Council newsletter Dec 2020 with NDP note		pdf		n/a		Y		X		X		With NDP content		X	
<b>2.3 Reg 14 consultation</b>															
<b>2.4 Reg 16 consultation and adoption</b>															
<b>3.0 Consultants and Herefordshire Council planning support</b>															
<b>3.1 Tender invitations and responses</b>															
20190703 Quote 1 NDP review		pdf		Y		X		X		?		Redacted version		X	
20190703 Quote 2 NDP review		pdf		Y		X		X		?		Redacted version		X	
20190703 Quote 3 NDP review		pdf		Y		X		X		?		Redacted version		X	
20190703 Quote 4 NDP review		pdf		Y		X		X		?		Redacted version		X	
Ledbury NDP Revision Bid Document W Bloxsome - Quote 1		Word		Y		X		X		?				X	
Ledbury NDP Consultancy Fee Proposal 20.06.2019 CT - Quote 2		pdf		Y		X		X		?				X	
Ledbury NPLan consultancy proposal June 2019 - Quote 3		pdf		Y		X		X		?				X	
LNP-phpc proposal-0619 - Quote 4		pdf		Y		X		X		?				X	
Ledbury NDP summary of quotations 010719		Excel		Y		Y		X		X				X	
<b>3.2 Bill Bloxsome</b>															

### Ledbury Neighbourhood Development Plan 2018 - 2021

Document filing system v2 Latest date updated: 27/01/2021

\* Location of LTC PC files is at

Filing section headings and file names	File format	Approved by ED&P (WP = by Working Party)	LTC Paper file	LTC PC file offline*	LTC Website	Notes	Have copy ready to file
W/Bloxsome Ledbury Neighbourhood Development Plan - Revisions 240919	Powerpoint	Y	X	X	X		X
Advice on the Programme and Timeline WB Dec 19	Word	Y	Y	X	X		
Ledbury NDP SG January 2020	Powerpoint	Y	X	X	X		X
emails Bill & NF re SEA and LSCA work Ledbury NDP 171220	email	n/a	X	X	n/a		X
Ledbury NDP Review Work Updates January 2021	Word	Y	X	X	X		X
<b>3.3 Carly Tinkler</b>							
Carly permission letter draft Jan 2020	Word	Y	X	X	n/a	Letter to landowners for LSCA work	X
Catch up and invoicing 240220	email	n/a	Y	X	n/a		
Ledbury NDP LSCA Invoice 1 250320	email	n/a	Y	X	n/a		
Invoice no 1 dated 25 March 2020	Word	Y	Y	X	n/a		
<b>3.4 Sam Banks and NDP support team at Herefordshire Council</b>							
Ledbury SLA June19	pdf	Y	X	X	X	Need signed version in the file	X
HC Sam Banks team NDP review meeting agenda for 031220	email	n/a	Y	X	n/a		
<b>4.0 Topics</b>							
<b>4.1 Employment</b>							
NPWP - Interview Report - Kennels Farm 2015	pdf	n/a	X	X	n/a		X
<b>4.2 Herefordshire &amp; Gloucestershire Canal Trust</b>							
NDP Business consultation letter addresses Nov 2020	Excel	n/a	X	X	n/a		X
20201216 NDP business consultation letter	Word	Y	X	X	X		X
emails re UBL area and NDP Paper about Employment Land up to 091220	email	n/a	X	X	n/a		X
Mkt Towns Econ Invest Plans 20201214 Ledbury Itinerary	Word	n/a	X	X	?		X
Attendees for NDP Heineken mtg 17th Dec	email	n/a	X	X	n/a		X
Ledbury Traders Current Members names 03.09.20	Excel	n/a	X	X	?		X
Market Towns Econ Invest Proj Ledbury Stakeholder Zoom Minutes 171220	Word	n/a	X	X	?		X
Employment Economy review 22-12-20	Word	n/a	X	X	n/a	Produced by Ian James	X

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# Ledbury Neighbourhood Development Plan 2018 - 2021

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email Haygrove Community Gardens Charity Presentation to NDPWP 011220	email	n/a	x	x	n/a	<a href="https://vimeo.com/296029286/821df6f445">https://vimeo.com/296029286/821df6f445</a>	x
<b>6.2 Footpaths and cycleways</b>							
Wellington Heath NDP Transport Sub-Group ideas for a safe route to Ledbury for walkers and cyclists	Powerpoint	Y	x	x	n/a		
email re Ledbury Footpaths - LR6 to LR37 Jan 2021	email	n/a	x	x	n/a		x
Rambler's Forgotten Paths project 2020	pdf	n/a	x	x	n/a		x
2020.07.09 Slow Ways Plan	pdf	n/a	x	x	n/a		x
quiet lanes 1	pdf	n/a	x	x	n/a		x
PROW LR39 reinstated Dymock Road west to River Leaden	pdf	Y	x	x	n/a		x
<b>6.3 Public green spaces</b>							
Green infrastructure comments made at WPP meeting on 5 <sup>th</sup> January 2021	Word	n/a	x	x	n/a		x
<b>6.4 Other recreation</b>							
LAYOUT for Playing Fields Ledbury Jan 2021	pdf	n/a	x	x	?		x
Ledbury Swifts and Ledbury Town playing field requirements Jan 21	email	n/a	x	x	?		x
<b>7.0 Herefordshire Council planning documents (if not the file, then give links to the HC website for the appropriate documents)</b>							
HELAA 2020 (Herefordshire Housing and Economic Land Availability Assessment)	email	Y	x	x	n/a		x
050820							
Five Year Land Supply Sept 2020	pdf	n/a	x	x	x		
HC What is a neighbourhood plan August15	pdf	n/a	x	x	x		
HC Guide to settlement boundaries August2015	pdf	n/a	x	x	x		
<b>8.0 Landscape Sensitivity and Capacity Assessment</b>							
2019 Ledbury NDP consultancy proposal doc 050419	Word	Y	x	x	x	Spec for LSCA consultancy proposal	x
Wellington Heath LSCA information for the Ledbury NDPWP 220719	pdf	n/a	x	x	?		x
NDP Landuse action groups terms of reference Dec 19	Word	WP	x	x	?		x
NDP baseline focus and interest groups FINAL December 2019	Word	WP	x	x	?		x
email re Ledbury NDP Action Groups Workshop meeting for 070120	email	WP	x	x	n/a	Info for workshop invitees	x
Ledbury NDP LSCA Topic Group Workshop 050220	email	n/a	x	x	n/a		x
Emails with CT ref LSCA work programme December 2020	email	n/a	x	x	?		x
NDP WP note re progress and actions on the landscape work 311220	email	n/a	x	x	n/a		x

## Ledbury Neighbourhood Development Plan 2018 - 2021

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### 9.0 Maps

Ledbury SHLAA map 2020	pdf	n/a	?	X	X		
Ledbury-Walk-Cycle-Map	pdf	n/a	?	X	X		
Ledbury NDP settlement boundary Option 3 whole map 17 November 2020	pdf	Y	Y	X	X		
Green infrastructure extension conceptual map BB Dec 20	pdf	Y	X	X	X		
Barbara Davis hand drawn map of Ledbury Footpaths	jpg	n/a	X	X	X		X

### 10.0 Meeting agendas

#### 10.1 Agendas - Working Party

NDP WP agenda 211118	n/a	n/a	n/a	n/a	n/a	No agenda available	
NDP WP agenda 101218	Word	n/a	Y	X	X		
NDP WP agenda 220119	Word	n/a	Y	X	X		
NDP WP agenda 180219	Word	n/a	X	X	Y		
NDP WP agenda 080419	Word	n/a	X	X	Y		
NDP WP agenda 130519	Word	n/a	X	X	Y		
NDP WP agenda 110619	Word	n/a	X	X	Y		
NDP WP agenda 020719	Word	n/a	Y	X	X		
NDP WP agenda 220719	Word	n/a	Y	X	Y		
NDP WP agenda 120819	Word	n/a	X	X	Y		
NDP WP agenda 030919	Word	n/a	X	X	Y		
NDP WP agenda 230919	Word	n/a	X	X	Y		
NDP WP agenda 141019	Word	n/a	Y	X	X		
NDP WP agenda 181119	Word	n/a	X	X	Y		
NDP WP agenda 27 January 2020	Word	n/a	X	X	Y		
NDP WP agenda 2 March 2020	Word	n/a	Y	X	Y		
NDP WP agenda 30 September 2020	Word	n/a	X	X	Y		
NDP WP due to be held 03 November 2020	n/a	n/a	n/a	n/a	Y	Cancelled	
NDP WP agenda 1 December 2020	pdf	n/a	Y	X	X		
2021.01.05 NDP WP agenda	Word	n/a	Y	X	X		
2021.02.02 NDP WP agenda							

#### 10.2 Agendas - other meetings

NDP consultants meeting agenda 9 December 2019	Word	n/a	Y	X	X		
Post lockdown NDP planning meeting agenda 21 August 2020	Word	n/a	Y	X	X		
NDP Steering Group agenda 10 September 2020	Word	n/a	Y	X	X		
Agenda - LSCA work review meeting on Zoom 27/11/20	email	n/a	X	X	X		
Agenda NDP SG Meeting 12 31/12/20	email	n/a	Y	n/a	n/a		X

# Ledbury Neighbourhood Development Plan 2018 - 2021

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Agenda NDP SG Meeting 080121	email	n/a	Y	n/a	n/a				
<b>11.0 Meeting notes</b>									
<b>11.1 Meeting notes and meeting packs - Working Party</b>									
NDP WP notes 211118	Word	Y	Y	X	X				
NDP WP notes 101218	Word	Y	Y	X	X				
NDP WP notes 220119	Word	Y	Y	X	X				
NDP WP notes 180219	Word	Y	Y	X	X				
NF Notes for NDP WP meeting 080419	Word	n/a	Y	X	n/a				
NDP WP notes 080419	Word	Y	Y	X	Y				
EH input for the NDPWP following meeting 8th April 2019	email	n/a	Y	X	n/a				
NDP WP notes 130519	Word	Y	Y	X	X				
NDP WP notes 110619	Word	Y	Y	X	X				
NDP WP notes 020719	Word	Y	Y	X	X				
NDP WP notes 220719	Word	Y	Y	X	Y				
NDP WP notes 120819	Word	Y	Y	X	Y				
NDP WP notes 030919	Word	Y	Y	X	Y				
NDP WP notes 230919	Word	Y	Y	X	Y				
NDP WP notes 141019	Word	Y	Y	X	X				
NDP WP notes 181119	Word	Y	Y	X	Y				
27.01.20 NDP Working Party Notes	Word	Y	X	X	Y				
02.03.20 NDP Working Party Notes	Word	Y	Y	X	X				
2020.03.02 agenda and reports (pack)	pdf	n/a	n/a	X	n/a				
2020.09.30 NDP WP notes	Word	Y	Y	X	Y				
2020.09.30 Agenda NDP WP (pack)	pdf	n/a	n/a	X	n/a				
2020.12.01 NDP WP meeting notes	Word	Y	Y	X	X				
2021.01.05 NDP WP Agenda and papers (pack)	pdf	n/a	n/a	X	n/a				
2021.01.05 NDP WP meeting notes	Word		X	X	X				
<b>11.2 Meeting notes - Steering Group</b>									
30.09.19 NF Notes from NDP steering group meeting	Word	Y	Y	X	X				
Ledbury NDP steering group agenda and actions to 24th March 2020	Word	Y	Y	X	X	Meetings 1-8 pre-covid			
Ledbury NDP Steering Group Notes Sept to Nov Mtngs 1-4 031120	Word	Y	Y	X	X				
NDP SG Notes Mtngs 5-6 161120 and 171120	Word	Y	Y	X	X				
NDP SG Notes Mtng 7 231120	Word	Y	Y	X	X				
NDP SG Notes Mtng 8 - 271120 with CT	Word	Y	Y	X	X				
NDP SG Notes Mtng 9 - 031220 HC meeting	Word	Y	Y	X	X				
NDP SG Notes Mtng 10 041220	Word	Y	Y	X	X				
NDP SG Notes Mtng 11 161220	Word	Y	Y	X	X				
NDP SG Notes Meeting 12 311220	Word	Y	Y	X	X				

x

### Ledbury Neighbourhood Development Plan 2018 - 2021

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NDP SG Notes Meeting 13 080121	Word		Y	X	X		X		
NDP SG Notes Mtng 14 130121	Word		X	X	X		X		
NDP SG Notes Meeting 15 210121	Word		X	X	X		X		
NDP SG Notes Meeting 16 220121	Word		X	X	X		X		
<b>11.3 Meeting notes - Other</b>									
Task and finish group notes 300919	Word	Y	Y	X	X				
Meeting with consultants and Sam Banks 091219	Word	Y	Y	X	X				
Notes of NDP workshop held with consultants 7th January 2020	Word	Y	Y	X	X				
NDP progress report to ED&P 8 July 2020	Word	Y	Y	X	X				
21 08 20 Notes from NDP re-start meeting	Word	Y	Y	X	X				
<b>12.0 Settlement boundary</b>									
NDP - Areas for consideration Settlement Boundary EH Sept 20	Powerpoint		X	X	X				
Ledbury NDP 2020 Settlement Boundary Draft v1 CT Sept 20	pdf		X	X	X				
Ledbury West Zoning Plan Option 1 draft v1 CT Sept 20	pdf		X	X	X				
Ledbury West Zoning Plan Option 1 Notes v1 CT Sept 20	pdf		X	X	X				
Ledbury NDP 2020 Settlement Boundary Allocations Future Zoning Plans (West) CT 290920	email		X	X	n/a				
NDP Draft Topic Paper 5 Settlement Boundary November 2020	Word	WP	X	X	X	Draft version 1			
Ledbury NDP Topic Paper 5 Settlement Boundary V.2 November 17 2020	pdf	Y	X	X	X				
email re Topic Paper 5 - Settlement Boundary 27/11/20	email	n/a	Y	X	n/a				
Swifts comment on v2 draft of the Settlement Boundary 061220	email	n/a	X	X	n/a				
email re Gladmans and Dymock Road appeal site reapplication in relation to the Ledbury NDP 161220	email	n/a	X	X	X				
<b>13.0 Previous 2019 adopted Ledbury Neighbourhood Development Plan 2018-2031</b>									
Ledbury Neighbourhood Development Plan 2018-2031	pdf	n/a	X	X	Y	Replace 3 sections with one document		X	
Design Guide 26-01-18 with glossary	Word	n/a	X	X	X				
<b>14.0 2021 Revised version of the Ledbury Neighbourhood Development Plan 2021-2031</b>									

**Ledbury Neighbourhood Development Plan 2018 - 2021**

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**Ledbury Neighbourhood Development Plan**  
**Communications and consultation plan**  
for the development of an enhanced version of the current Ledbury Neighbourhood  
Development Plan scheduled to be adopted in late 2021

**Communications and consultation plan objectives**

1. To ensure the public (residents of Ledbury) are fully informed of progress as far as reasonably possible during all stages of enhancing the current Ledbury Neighbourhood Development Plan (the Ledbury NDP - which was adopted in January 2019)
2. To achieve (especially in the context of the COVID-19 pandemic and the possible need to use virtual, digital and printed media as a primary means of communication to support social distancing) this through a variety of media platforms so the public can comment or ask questions at any point and in particular during specific consultation meetings, discussions and organised events
3. To demonstrate that consultation has been adequately sought with all relevant stakeholders, including community groups and organisations, landowners and businesses likely to have an interest in or be affected by the development issues covered by the NDP
4. To carry out the number of specific consultation meetings and events necessary to substantiate sufficient public reach and volume of responses have been achieved to fully support, with adequate evidence, the resulting policies advanced in the draft enhanced NDP
5. To demonstrate that all feedback during the whole exercise has been fully considered in policy formulation and when necessary, reflected in changes to the draft NDP before a final version is produced
6. To ensure the evidence base and resulting policy formulation process has been formally documented, collated, filed and referenced in a structured format sufficient for easy and informed public access and ultimate formal examination before the plan can be put forward for an adoption referendum.

**Communications plan**

1. **Media to be used to advise the public, businesses and community organisations of the NDP development stages and to promote the related specific consultation rounds will include**
  - o Posters - on public notice boards, shop windows, in the library
  - o Letters and/or emails to businesses, community groups and organisations from council held and other accessible permission based lists as identified in the Consultation Plan section below
  - o Consultation leaflet delivered to every house in Ledbury
  - o Use of existing networks such as the U3A, Ledbury Civic Society, Ledbury Traders Association and the WEA (Workers' Educational Association) to help get the message (a full list of some 70+ Ledbury community groups is held by the annual Ledbury Community Day organisers)
  - o Social media – Facebook including the various different Ledbury based Facebook sites\*, twitter, Instagram, Town Council website, NDP website.
  - o Local press – mix of news releases and paid adverts in:

# **Ledbury Neighbourhood Development Plan**

## **Communications and consultation plan**

**for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021**

- Ledbury Focus – free monthly magazine with 6,000 copies and copy deadline two months ahead; we need to provide a pre-set page
- Ledbury Reporter – weekly newspaper with a deadline of Tuesday for the Friday issue of the same week
- Hereford Times – weekly newspaper with the same copy deadline

\* Including: *(to be completed)*

- Voice of Ledbury: 2,863 members
- Ledbury Community Action: 200 members
- Ledbury Noticeboard: 6,452
- Loving Ledders
- Town Talk:Ledbury Politics: 230 members  
*(Member numbers dated on 12/02/17)*

### **2. Preparation lead times**

- March 2021 - First news release on progress and seeking stakeholder requests to provide input, help with evidence gathering and any policy ideas/formulation input
- Early April 2021 - Start advertising public consultation event to be held in April-May 2021, including adverts, posters on notice boards and shop windows, social media and websites and email to all local organisations and groups. Book venue and dates for public consultation, recruit volunteers for events.
- May 2021 – Hold business breakfast and evening consultation events including invitation to the Ledbury Traders Association and business in and around Ledbury
- March – early April 2021 – Design and produce consultation questionnaires available from mid-June with a returned deadline by end of May 2021
- Early to mid-April 2021 – Advertise using media indicated, organise and produce display materials, arrange refreshments, produce volunteer rota from the NDP WP to explain policies and encourage/collect completed questionnaires

### **3. Hard to reach groups**

- These will be reached in particular by posters delivered to where they could be expected to be read and seen – such as to the care homes, schools, food bank, library – and with consultation visits

### **4. Resources available**

- See table in the Consultation Plan

### **5. Timescales**



# **Ledbury Neighbourhood Development Plan**

## **Communications and consultation plan**

**for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021**

- All communication materials to be ready for ED&P committee approval at the March 2021 meeting.

### **Consultation statement and plan**

#### **1. Overview**

This consultation statement sets out how the Ledbury Neighbourhood Plan WP intends to consult on the contribution to the evidence base and then formal public review and feedback stages of the NDP process leading up to Reg 16 and ultimate adoption.

Since this exercise is to amend and update the current adopted version and not to produce a totally new version of the Ledbury Neighbourhood Development Plan, four consultation stages are planned, including two rounds of full public consultation

- An initial invitation to participate in the Working Party and evidence gathering
- Evidence base consultation to inform the development of a proposed settlement boundary and policy amendments/additions to produce a first draft of the new version of the NDP
- A first round of public consultation on the first draft leading up to a Reg 14 submission version. The purpose of this consultation is to gain an understanding of the how the community and other stakeholders view the amended and new policy proposals in order to edit the draft to produce a second, Reg 14 draft version
- A second round of public consultation on this second draft to inform editing to produce a final version to be approved for formal examination by the inspector

The size of the Ledbury NDP area (the whole parish, which includes the town itself and surrounding countryside encompassed within the formal Ledbury parish borders) creates a significant challenge to consulting on neighbourhood plan documents. The population of the plan area is close to 10,000. Ensuring adequate consultant opportunities for the rural areas of the parish in particular is addressed in this plan.

On the completion of the consultation stages and once the outcomes have been analysed, changes will be made to the policies based on these outcomes and in line with the agreed NDP update objectives – which may have also been refined as a result of the consultation.

#### **2. How the consultation will be set up**

We are currently very limited on conducting face to face research within current Covid-19 restrictions. Currently (January 2021) no face to face sessions can be run until lockdown is lifted, and even then it depends on what restrictions are put in place following the end to lockdown. Our plan would be to ensure as much consultation takes place virtually or with little or no contact as possible whilst ensuring the breadth and depth of the consultation originally planned is maintained. We will work towards Plan A (virtual) and supplement with Plan B (face to face) should restrictions allow.

# Ledbury Neighbourhood Development Plan

## Communications and consultation plan

for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021

- Plan A
  - Consultation material drafted with information on each of the policy areas with key area for decisions highlighted. This information available electronically on NDP/TC website, also available to email or print and post out on request.
  - A series of Zoom sessions planned (a combination of day/evening/weekday/weekend), either targeting particular groups such as businesses, recreation groups, through schools, retailers and traders or open sessions. This will follow a presentation style session to participants, where a poll can be launched to gather some quantitative data re. the policy proposals. There will also be time for discussion around the policy areas. Sessions can either be recorded or a note taker nominated (otherwise it is a lot to facilitate and note take for one person).
  - Running alongside this can be an online survey with the same questions as used in the poll to gather views from those unable to attend a zoom session. This can be available from the NDP/TC website and emailed out to interested parties, groups of consultees such as businesses, recreation groups, through schools, retailers and traders. This survey could also be printed out on request and returned to Town Council offices.
  
- Plan B Event types
  - 2 day consultation event
  - Business Breakfast
  - Parents evenings
  - Retailers and traders evening consultation event
  - Possible consultation venues
    - The Recreation Ground
    - Prince Rupert Green
    - St Martins Way
    - Community Hall
    - St Katherine's Hall
    - The Masters House
    - The Market House
    - Town Council offices

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- Plan A

# **Ledbury Neighbourhood Development Plan**

## **Communications and consultation plan**

**for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021**

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    - Community Hall
    - St Katherine's Hall
    - The Masters House
    - The Market House
    - Town Council offices
  
- 3. Consultation groups to be contacted/actually contacted (using COVID secure means as appropriate) with approx numbers**
  - **When setting up the Working Party**
    - A letter was sent out to xx local groups and organisations in April 2019 (?) asking for any NDP suggestions and for volunteers to help with the NDP
    - A leaflet asking for any NDP suggestion and for volunteers was produced and distributed by Ledbury Town Council at the Ledbury Community Day in xx 2019
    - A core Working Party of some four Town Councillors/Ward Councillors and a regular dozen or more community volunteers have consequently been

# **Ledbury Neighbourhood Development Plan**

## **Communications and consultation plan**

**for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021**

working closely, together on the NDP with the two engaged consultants and Town Council office staff since early 2019

- **Evidence base consultation**
  - Business and employment
    - Business connected to specific NDP policies
      - Heiniken/UBL
      - Pughs Auctioneers and estate agents
      - The Kennels (Wilce Family owned land north of the railway station)
      - Mr Alistair Young – farmer and landowner of a proposed site for a new combined Ledbury football facility
      - Other landowners of land being allocated in the settlement boundary
      - Tri-services – police, fire and ambulance
    - Business outside the town centre in trading estates and elsewhere – a list of 76 business will have had individual business letters sent to the Chief Executive inviting input and comment
    - Ledbury Traders Association – all 48 members will have individually received an email with the same business letter
    - All other town centre retailers and business including services such as hotels, dentists, estate agents, banks, solicitors and accountants will have had a hand delivered copy of the same business letter through their letter box to approximately 150 businesses
  - Principle community groups and organisations
    - Ledbury Health Partnership
    - Ledbury Town Council Councillors
    - Ledbury Places
    - Ledbury Civic Society
    - Ledbury Poetry Festival
    - Community Action Ledbury
    - Community Voluntary Action Ledbury & District (CVA)
    - U3A
  - Other community organisations
    - Using the Ledbury Community Day list of approximately 70 community organisations including the key ones listing above and others such as the local Churches
  - Sport, recreation and local attractions
    - Ledbury and District Sports Federation
    - Ledbury Swifts Football club
    - Ledbury Town Football Club
    - Ledbury Rugby Football Club
    - Ledbury Cricket Club
    - Ledbury Area Cycle Forum
    - Ledbury Walking Group

# **Ledbury Neighbourhood Development Plan**

## **Communications and consultation plan**

**for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021**

- Ledbury Ramblers
- Ledbury Harriers Running Club
- Helens
- Eastnor Castle
- Westons Cider
- Residents
- Youth groups
  - Ledbury Scouts
  - Ledbury Air Corps
- Hard to reach
  - Elderly people at care homes
    - Leadon Bank
    - Shaw Health Care
    - Harling Court
  - Disabled people
    - via CVA
  - Young people not necessarily in formal groups via the LYAS (Ledbury Youth Activity Service) drop in centre and John Masefield High School
  - Users of the Food Bank
  - Local fruit farms
  - Salter's Hill Home Care and Support
  - Traveller groups
  - Rural populations in the villages and hamlets of the parish hinterland

#### **4. Advertising and promotion**

- As per the communications plan media platforms to be used

#### **5. Format**

- 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.

#### **6. Staffing**

- Plan A
- Max Bassett (Consultant) to set up and facilitate Zoom sessions and polls.
- Steering group member(s) to assist in taking notes of any key points raised and be available to answer questions.
- Max Bassett to design online survey (and print version) for sharing online or via email, collate and analyse responses alongside Zoom poll results.
- Present results back to the Steering group in report and executive summary formats.

# Ledbury Neighbourhood Development Plan

## Communications and consultation plan

for the development of an enhanced version of the current Ledbury Neighbourhood Development Plan scheduled to be adopted in late 2021

- Plan B
  - 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

### 7. Questionnaires/Surveys

- Same format for all consultations
- Agree Strongly, Agree, Don't Know, Disagree, Disagree Strongly and No opinion
- Easy layout with tick boxes and then a comment box for each objective or policy

### 8. Budget/resources

- See the NDP budget for overall budget estimates. We have allowed for up to £5,000 per consultation event, although in practice we anticipate a cost somewhat less per event as indicated in the table below.

### Draft plan consultation

- Over July, August and September the final draft plan will be written taking into account public, local authority and stakeholder comments. The final draft will go to consultation in October 2020, publicised by a leaflet drop to all houses in Ledbury as well as the social media and advertising routes outlined above.
- The consultation will be available online and there will also be a 2 day exhibition and displays and questionnaires at venues including the Library the Council offices, and the Church. This is anticipated to cost as per the budget below and will lead to the Reg 14 submission version of the new NDP.

Consultation costs breakdown draft policies/options	£	£
		<b>Total</b>
<b>Advertising:</b>		
Ledbury Focus Advertising	130.00	
Banner - 8ft	80.00	
Posters - Vista Print A3 x 50	60.00	
Leaflets - Vista Print DL	65.00	<b>335.00</b>

**Ledbury Neighbourhood Development Plan**  
**Communications and consultation plan**  
for the development of an enhanced version of the current Ledbury Neighbourhood  
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Room hire – 2 days	90.00	<b>90.00</b>
<b>Refreshments:</b>		
St Katherine's Hall	50.00	
Primary School	50.00	
Business Breakfast	150.00	
Traders Refreshments	50.00	
St Martins Way	50.00	<b>350.00</b>
John Masefield ?		
<b>Consultation Materials:</b>		
Story Boards Printing	600.00	
Display boards	800.00	
Questionnaires	500.00	
Consultant's time to help with story board content and questionnaires	1,000.00	<b>2,900.00</b>
	<b>Total</b>	<b>£3,675.00</b>

