

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 25 MAY 2021 VIA ZOOM**

PRESENT: Councillor Howells (Chair), Nicola Forde (Deputy Chair) Ann Lumb, Celia Kellett, Steve Glennie-Smith, Paul Kinnaird, Nick Fish and Councillor Helen l'Anson.

IN ATTENDANCE: Town Clerk – Angela Price

APOLOGIES

Apologies were received from Councillor Knight.

181 DECLARATION OF INTERESTS

None received.

182 MINUTES

Members were requested to receive and note the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 27 April 2021.

RESOLVED:

That the notes of a meeting of the Neighbourhood Development Plan Working Party held on 27 April 2021 be received and noted.

183 NOTES OF THE STEERING GROUP – UP TO 14 MAY 2021

RESOLVED:

That the notes of the NDP steering group from 22 April to 14 May 2021 be received and noted.

184 UPDATE ON FINAL VERSIONS OF CONSULTATIONS DOCUMENTS

Councillor Howells updated members on the following documents, including the amendments that were suggested in the previous meeting.

- a. Issues and Options Report V10
- b. Issues Leaflet v10
- c. Issues Questionnaire V10
- d. Communications and Consultations v8

Councillor Howells advised members that there are just over 6600 houses in Ledbury as opposed to 4000. Therefore, there will be an increase in the budget in order to send the leaflets and questionnaires to every household in Ledbury through Royal Mail.

RESOLVED: That the verbal update on the above documents be received and noted.

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UPDATE ON PUBLIC CONSULTATION ACTIVITY

Councillor Howells updated members on the following: -

- a. NDP public consultation detailed planning 2021 project plan
- b. Printing of leaflet and questionnaire - quotes and order placed
- c. Setting up the questionnaire online
- d. Envelope stuffing of 6,700 leaflets/questionnaires
- e. Data entry of physical questionnaires returned
- f. Consultation with groups and organisations
- g. Physical activities towards the end of the consultation phase

The Clerk advised that the officers in the office could share information on the consultation on social media and on the Ledbury Town Council website. Steve Glennie-Smith also volunteered to share information via his social media platform.

RESOLVED: That members receive and note verbal update on public consultation activity and timescales.

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UPDATE ON GRANT APPLICATIONS, FUNDING AND UP TO DATE BUDGET V130521

Councillor Howells updated member on the progress of obtaining grants, including the already received Localities and the Malvern's AONB grants, the Awards for All grant that had been applied for, and the second Localities grant for this financial year that would be applied for in the next couple of weeks.

The budget spreadsheet was shared on the screen and Councillor Howells updated members on the current income and expenditure projections which are still running to plan.

RESOLVED:

That the verbal update on grant applications, funding and budget be received and noted.

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UPDATE ON FILING INCLUDING WEBSITE

Councillor Howells updated members on the progress of the NDP website and advised that the content is now up to date for the upcoming 1st public consultation on the plan revision content.

RESOLVED:

That the verbal update on the website and filing be received and noted.

MHCLG SPRING 2021 NDP NEWSLETTER

Members were provided with a copy of the MHCLG Spring NDP Newsletter. Councillor Howells felt that the newsletter was worth sharing with members, in particular the articles named 'Additional Support Available for Neighbourhood Planning Groups' referring to a technical support package and grant for High Street Regeneration, and 'In Focus Design'.

RESOLVED:

That the MHCLG Spring Newsletter be received and noted.

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, 22 June 2021 – 6:30 pm

Tuesday, 20 July 2021 – 6:30 pm

Tuesday, 7 September 2021 – 6:30pm

Meeting closed at 7:30

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

Office: Angie Price (the Clerk, AP)

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

<p>Meeting 38 – Wednesday 19th May 2021 Present: PH; NF; AL</p>	
<p>1. Notes of Meeting 37 These were agreed with minor changes.</p>	
<p>2. Update of Project Plan SG worked through and updated the project plan taking the current situation into account as follows: a) <u>Booking services (incl. printing and delivery)</u> Hannah is still waiting for Freepost address and Royal Mail delivery confirmation. All envelopes have been received and printing of labels has begun. NF to collect envelopes ready to label. AL to follow when enough labels have been printed and SG to complete this task a.s.a.p. Printing of the questionnaire (dependent on the Freepost address) means that envelope stuffing can't begin until about 26th May. Delivery to Royal Mail most likely 1st June (after Bank Holiday). AL pointed out need for at least 12 or 13 volunteers for this major task. PH to ask all councillors and WP members to help and some people individually, namely: Celia, Paul, Beverley, John, Helen, Steve Glennie-Smith, Steve Chowns, Patrick, Fred (PH, NF and AL). Arrangement for collection of envelopes and contents to stuff, and delivery on completion to be determined. NF and AL possibly able to help with this. b) <u>Completing reference documents.</u> PH has sent the comments grid with agenda for the WP meeting on 25th May and will also send it to individuals involved, along with request to help with online survey and/or envelope stuffing. MB will have set up the online survey by Friday, 21st May. PH to ask group of individuals to test online between 21st and 24th May. BB has been asked to look at final version of Topic Papers 1 – 5. PH to contact CT asap about completion and timeline for LVBA. SG discussed a draft text for the website on LVBA progress, including an invitation to the public to contribute favourite views. PH to produce final version. c) <u>Setting up the website.</u> PH now has all admin. files online, with meeting files to follow. Topic papers and other associated reference documents to be put online Friday, 21st or Monday, 24th May.</p>	<p>NF & AL</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p>

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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,
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<p><u>d) Promotion (Incl. social media) and consultation with key groups.</u> SG to agree message for social media and press on Tuesday, 25th May for local papers on Friday, 28th May. Proposed content to be emailed by PH beforehand. NF and AL to look at plan for consultation with key groups prior to discussion on 25th May. PH to send latest comms. and consultation paper (v8).</p>	<p>PH NF & AL PH</p>
<p>3. Date of Next SG Meeting Tuesday, 25th May, 10.30 am</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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Meeting 39 – Tuesday, 25th May 2021	
Present: PH; NF; AL	
<p>1. Update of Project Plan SG worked through and updated the project plan taking the current situation into account as follows:</p> <p>a) <u>Plan for Royal Mail Delivery</u> The Royal Mail team have not yet got back to Hannah to confirm delivery, which was due to start on 7th June. PH to ask Hannah to contact Patrick at Royal Mail about what's going on. PH also to ask Hannah to arrange collection by Royal Mail from 1st June. PH confirmed that 6,601 completed envelopes need to be distributed by Royal Mail to reach all Ledbury parish addresses.</p> <p>b) <u>Envelope Stuffing</u> NF and AL had labelled a total of 7,000 envelopes. NF confirmed that 6,700 leaflets and questionnaires would be ready on 26th May and delivered to AL's address between 11am and 2pm. Boxes of 500 labelled envelopes, (to include leaflets and questionnaires) to be assembled by AL, NF and PH on 26th May for distribution by PH and NF same day to addresses of the following: Celia; Griff; Tony; Helen; John; Dan; Malcolm; Andy; Steve (Glennie Smith) and Paul. Each box to include letter from PH to show appreciation, explain stuffing procedure and details to return by 31st May.</p> <p>c) <u>Online Testing</u> Testers include: Celia; Griff; Tony; Helen; John; Paul. Olivia to put documents online on 26th May. Online testing to be coordinated by PH between 26th and 28th May with plan to go live by evening of Friday 28th May. PH to ask councillors to double check the online survey a.s.a.p. SG discussed access to the leaflet online and putting a link to it on several pages. Feedback awaited on this from the testers.</p>	<p>PH</p> <p>PH</p> <p>SG</p> <p>PH</p> <p>PH</p>
<p>2. Other Matters PH to contact CT about completion and timeline for Topic Paper 6. AL to reply to BB about latest Topic Papers 1 – 5 for the website.</p>	<p>PH</p> <p>AL</p>
<p>3. Date of Next SG Meeting Thursday, 3rd June, 2:30pm</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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Consultants: Bill Bloxsome (BB); Carly Tinkler (CT) Samantha Banks,

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Meeting 40 – Thursday 3rd June 2021	
Present: PH; NF; AL; MB (for online survey)	
1. Notes of Meetings 38 and 39 These were agreed.	
2. Online Survey SG discussed comments received from those who had tested the online questionnaire and agreed responses and actions with MB. PH emailed Paul and Celia for their feedback and SG agreed with MB changes emanating from testing to date. The main changes are as follows: i) There will be 1 integrated leaflet and questionnaire for which MB will make the old QR code work. ii) The link to the new version will remain the same, the instructions to find the supporting documents made clearer and the questions in 'bold' so they stand out better. iii) For question 1a, people will be asked to use the 'drop down' menu only. iv) SurveyMonkey won't save the questionnaire, so people will be asked once they start to finish and informed that it takes less than 20 minutes. Tested questionnaires will be removed by MB before the survey goes live (Now planned for Monday, 7 th June). PH to ask councillors to complete the questionnaire and SG to test the new version over the weekend. PH to send all feedback recorded on this grid to MB, SG and all those who did the online test.	MB MB SG PH
3. Social Media and Press Release SG discussed content of a draft press release and agreed to change end-date for public contributions/views to Friday, 16 th July, in line with the end-date for the survey. PH to look at AL's comments and send agreed version to AP for approval by Monday, 7 th June. AP to send to press by Tuesday, 8 th June and post on Facebook etc. PH to contact Ledbury Reporter to ask if the best contributions can be publicised by them. Also to ask them to remind people in later edition(s) to complete the questionnaire and contribute views. Posters: NF had produced a good draft poster ('3 ways to have your say') for use at various locations within the town and outlying areas - notice boards, supermarkets, schools, railway station, pubs, petrol stations, Leadon Bank and similar places, Facebook and Instagram. NF to produce list of locations and find out rules around putting up posters.	PH PH NF

Ledbury NDP Steering Group (SG) agenda and actions

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<p>Posters to be as robust as possible, probably using 120 gm. card. Monday, 7th June, AP to be asked to arrange printing of about 100 copies of the poster for distribution by WP members. Posters to be removed if tatty and definitely after 16th July.</p>	<p>PH</p>
<p>4. CT'S Work SG discussed the delay in completing Topic Paper 6. NF and AL were both unhappy about progress and offered to help with writing up the baseline section on Public and Social Amenity. However, PH was committed to finishing this section and agreed to complete it by Tuesday, 8th June and email CT about the overall timeline and completion of Topic Paper 6.</p>	<p>PH</p>
<p>5. Other Matters Funding: PH to send NF next Localities grant application (to be completed ahead of Reg 14 consultation) to return to PH before it is passed to AP. No response yet from Awards for All. Consultees' Grid: NF had produced a grid to aid planning of all consultation with relevant individuals, businesses, groups and other organisations. AL to add comments to the grid before discussion at next meeting.</p>	<p>PH &NF AL</p>
<p>6. Date of Next SG Meeting Wednesday, 9th June, 4.30 pm.</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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

<p>Meeting 41 – Wednesday, 9th June 2021 Present: PH; NF; AL</p>	
<p>1. Notes of Meeting 40 These were agreed.</p>	
<p>2. Online Survey and Website The online survey went live today, and this is publicised in three places on the website, along with the QR code. It is also on the Facebook site and PH will put the same announcement on other social media sites. A press release went out on 8th June. PH will also contact the Ledbury Reporter to ask them to publicise best/interesting contributions from the public and put out a reminder about completing the questionnaire at appropriate time(s). NF suggested that we should also welcome drawings/pictures from the public which, along with photos, could be used at Reg 14 consultation. PH reported that Olivia had done a lot of good work to remove old files from the website and ensure that the links now work. NF had sent her photos. <u>Training of Volunteers to Input Paper Questionnaires:</u> There are 6 volunteers willing to be trained by MB to do this work: Steve Chowns, Tony Evans, Griff, Celia, Malcolm, Sue. NF and PH also willing to help. Training to be arranged with MB next week for week commencing 21st June.</p>	<p>PH PH SG</p>
<p>3. Posters SG agreed that about 50 posters were needed to be printed on robust card (minimum 120g). SG discussed and agreed the wording on the poster. NF to finalise layout and send to AP who is already aware of it and the need for printing by the office. AL to produce list of likely locations for the poster to be distributed by members of the WP a.s.a.p.</p>	<p>NF AL</p>
<p>4. Funding The Awards for All application has been turned down and Dave Tristram's advice sought. There is little likelihood of appeal. PH and NF had spent many hours completing the next Localities grant application and discussed the best approach to securing this grant. PH to finalise the figures in line with budget figures and pass to AP to submit a.s.a.p.</p>	<p>PH</p>
<p>5. CT's Work Due to pressure of many commitments, PH's section on Public and Social Amenity is still not completed. SG discussed the implications of this delay at some length. NF and AL were</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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unhappy about the failure to complete Topic Paper 6 in line with the other topic papers and BB's work on the NDP. AL proposed several approaches to resolve this impasse, but PH thought the only practical solution was for him to write up the section on Public and Social Amenity at the end of next week (18 th June), to send to CT on Monday 21 st June.	PH
6. Date of Next SG Meeting Tuesday, 15 th June, 1:30pm – to agree WP papers to send to Olivia and discuss consultation grid and physical presentations.	

Ledbury NDP public consultation detailed planning project plan 2021

Company name

Ledbury Town Council

Legend:

Project lead

Phillip Howells

On track

Low risk

Med risk

High risk

Unassigned

Project start date: 06/05/2021

Scrolling increment: 40

June							July							August												
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	
T	F	T	F	T	F	T	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M

Milestone description	Category	Assigned to	Progress	Start	Days
1. Booting services					
Acquire Royal Mail Freepost licence: Freepost-LEDBURY TOWN COUNCIL	Goal	Angie Price/ITC office	100%	06/05/2021	12
Book leaflet and questionnaire delivery in envelopes to all Ledbury parish post codes with Royal Mail for est w/c 24th May	Goal	Angie Price/ITC office	100%	06/05/2021	19
Get three quotes to print 6,700 leaflets in colour and 6,700 questionnaires in black & white	Goal	Angie Price & Nicola Forde	100%	06/05/2021	8
Purchase 6,700 C5 self seal envelopes and labels	Goal	Angie Price/ITC office	100%	06/05/2021	12
2. Completing reference documents					
Complete review and capturing of all Council, NDP WP and consultee suggestions for v9 edits to Issues docs	Milestone	SG	100%	06/05/2021	6
Update data capture form with actions taken and circulate to all contributors	Milestone	SG/Nicola Forde	100%	10/05/2021	2
Confirm final edited versions (v10) of consultation leaflet and questionnaire complete inc maps	Goal	SG	100%	11/05/2021	1
Confirm final version of Issues and options paper is updated in line with leaflet and questionnaire (to v10)	Goal	SG	100%	14/05/2021	2
Review topic guides 1-5 for agreement of versions to go onto the website for the consultation	Milestone	BB/SG	100%	11/05/2021	7
Agree an document to explain 'topic guide 6' LVA progress to go on the website and inviting contributions to it, review topic guide completion date for agreement to go onto the website by the end of this public	Milestone	CT/PH/SG	100%	14/05/2021	7
Agree link information and QR code for the online survey with Max in order to include it in the printed leaflet and questionnaire for testing	Milestone	CT/PH/SG	10%	07/05/2021	71
3. Setting up the website					
Submit supporting files for posting on the website and supporting systems as per the filing list; initial focus on: -Admin, project and budget files - Meeting agendas and notes	Milestone	PH/Office	50%	07/05/2021	15
Maps in Issues paper, leaflets, topic guides etc to be checked by the Clerk for no illegal website accessibility issues	Milestone	Angie Price	100%	12/05/2021	10
Ensure updated Bill's Topic guides 1-5, the updated Issues and Option paper v10 and maps referenced in the leaflet and questionnaire are posting on the website and filed	Milestone	SG/Office	100%	17/05/2021	5
Agree link information and QR code for the online survey with Max in order to include it in the printed leaflet and questionnaire for testing	Milestone	SG/MB	100%	11/05/2021	2
Test printed leaflet and questionnaire work together with up to six volunteers	Milestone	SG/volunteers	100%	12/05/2021	3
Agree setting up of questionnaire in Survey Monkey with Max including QR code for device access.	Milestone	MB/SG	100%	14/05/2021	11

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Project Start Date: 06/05/2021

Scrolling Increment: 40

June							July							August																																										
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M								

Milestone description	Category	Assigned to	Progress	Start	Days
Test online questionnaire works including links to files in maps on the website	Milestone	MB/SG/Clrs/ volunteers	100%	26/05/2021	3
Online questionnaire goes live on the website with links on front page of LTC website and on relevant NDP pages	Goal	MB/SG/Office	100%	28/05/2021	1
Online questionnaire and paper response period is for both by midnight Friday 16th July 2021	Milestone	MB/SG	10%	26/05/2021	52
Continue to file online on the website and in supporting filing systems new and updated documents as they become available during the consultation period	Milestone	PH/Office	0%	21/05/2021	57
4. Printing and stuffing into envelopes and delivery to Royal Mail					
Print, fold and staple 6,700 colour A5 leaflets	Goal	Printer	100%	14/05/2021	11
Print and fold 6,700 A4 black and white questionnaires	Goal	Office	100%	17/05/2021	8
Print NDP consultation info on 6,700 labels	Goal	Office	100%	18/05/2021	7
Recruit volunteers to prep with stuffing leaflets and questionnaires into envelopes	Milestone	Clrs/WP/Volunteers	100%	26/05/2021	6
Deliver, or have collected, required number (6,602) of stuffed and sealed envelopes to Royal Mail (keep rest by for other use)	Goal	Office	100%	01/06/2021	4
Delivery by Royal Mail	Goal	Royal Mail	25%	14/06/2021	6
5. Promotion inc social media					
Agree promo message/PR news release template for consultation message on all target SM sites and other media as per the Comms & consultation plan	Milestone	SG/Angle Price/Office	100%	14/05/2021	15
Send news release on the consultation process to printed and broadcast media as per the Comms and consultation plan	Milestone	SG/Angle Price	100%	25/05/2021	2
Post message onto all social media platforms identified that online survey now online	Milestone	SG/Office	30%	25/05/2021	3
Post reminder of online survey being available and to expect postal delivery of envelopes in early June on all social media sites	Milestone	SG/Office	0%	21/06/2021	1
Send news release, produce and post posters in the town and post to social media dates, times and locations of physical events to be held as per section 8	Milestone	SG/Angle Price/Office	0%	22/06/2021	3
Post final reminder of online survey and postal questionnaire end dates on all social media sites	Milestone	SG/Office	0%	01/07/2021	1
6. In depth consultations with key groups up to end of June					
Review Comms and consultation document to agree split (with numbers and target interviewers) between in-depth proactive invites and emailed reminders of consultation period for any comment in addition to the questionnaire	Milestone	SG	60%	15/06/2021	1
Set up consultation form template with questions and other info for each key group to be consulted	Milestone	SG/PH	5%	15/06/2021	14
Recruit volunteers to help conduct in depth interviews (probably by zoom) inc setting up interview dates and times	Milestone	SG/WP	10%	17/05/2021	60
Chase up completed interview forms with signatures of consulate agreeing to publication of input	Milestone	SG/Office	0%	01/06/2021	30

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Milestone description	Category	Assigned to	Progress	Start	Days
7. Inviting contributions from other groups					
Agree list of groups and messages to each with media to be used	Milestone	SG	20%	15/06/2021	1
Send email or letters to these groups	Milestone	SG/Office	0%	23/06/2021	14
8. Organising physical presentations					
Agree presentations and dates to be held (suggested a business morning and up to 3 days of physical presentations + possible permanent library display set up for people to visit, over 3 few hours each day)	Milestone	SG	20%	15/06/2021	1
Explore options, compare prices and book locations with refreshment options	Milestone	SG/Office	0%	15/06/2021	7
Design presentation materials - display boards A3, powerpoint or videos, posters	Milestone	SG/Office	0%	23/06/2021	4
Obtain quotes to produce materials	Milestone	Office	0%	25/06/2021	3
Give orders for production of materials	Milestone	Angie Price/Office	0%	28/06/2021	2
Recruit volunteers to help on the presentation dates with schedule of people to meet and talk with visitors, to explain about the compilation and ensure questionnaires completed (ideally on line) by any who have not already done so	Milestone	SG/Clubs/Volunteers	25%	21/06/2021	10
Arrange training day for volunteers on key issues- if necessary	Milestone	SG/MP	0%	23/06/2021	3
Hold physical events	Milestone	SG/MP/Office/Clubs/ volunteers	0%	30/06/2021	17
9. Setting up data analysis					
Recruiting volunteers to carry out physical questionnaire data entry onto online survey app (6-10)	Milestone	SG/MP/Clubs/ volunteers	75%	24/05/2021	5
Data entry training of volunteers by MB	Milestone	MB/SG/volunteers	0%	21/06/2021	3
Data entry ready to start from a week after physical posting of leaflet and questionnaire	Milestone	Volunteers	0%	22/06/2021	40
Entering of the qualitative data received onto the qualitative response spreadsheet to be conducted from the start of the online survey and to include the in-depth interviews and other sources, to keep it up to date as we go along as far as possible	Milestone	SG/volunteers	0%	24/05/2021	69
Target date for all online and physical questionnaire and any other qualitative data to have been captured to pass onto MB for reporting	Goal	MB/SG	0%	31/07/2021	1

To add more data, insert new rows ABOVE this one

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Ledbury Neighbourhood Development Plan Budget Revision version 2019-2021

As at: 16/06/2021

Income	Projected income	Actual income	Difference
Locality grant 1 (in yr 20/21)	£5,000.00	£5,026.00	£26.00
Locality grant 2 (in yr 21/22)	£5,000.00		-£5,000.00
Awards for all Grant (in yr 21/22)	£0.00	£0.00	£0.00
Malvern Hills AONB donation	£600.00	£600.00	£0.00
LTC (up to end March 21)	£10,000.00	£6,000.00	-£4,000.00
Due to Awards for All not accepting grant application, need to apply for the reserves funding in 21-22 as provided for if needed	£10,000.00	£0.00	-£10,000.00
Other income	£0.00		£0.00
Income totals	£30,600.00	£11,626.00	-£18,974.00

Expenditure

Consultants	Projected spend	Actual spend	Difference
Landscape assessment	£10,000.00	£8,925.00	-£1,075.00
Additional landscape work	£2,600.00		-£2,600.00
Technical planning	£5,260.00	£2,101.00	-£3,159.00
Additional technical support	£2,440.00		-£2,440.00
Subtotal	£20,300.00	£11,026.00	-£9,274.00

Consultation - 1st Public	Projected spend	Actual spend	Difference
Leaflet print and delivery	£2,872.00	£2,522.00	-£350.00
Room hire (Assuming not given COVID restrictions)	£100.00		-£100.00
Refreshments (ditto re COVID?)	£0.00		£0.00
Materials	£150.00		-£150.00
Consultant support	£1,940.00		-£1,940.00
Subtotal	£5,062.00	£2,522.00	-£2,540.00

Counultation - Reg 14 and Reg 16	Projected spend	Actual spend	Difference
Advertising and promotion	£0.00		£0.00
Room hire (Assuming COVID restrictions allow)	£250.00		-£250.00
Refreshments (ditto re COVID)	£150.00		-£150.00
Materials	£500.00		-£500.00
Consultant support	£3,064.00		-£3,064.00
Subtotal	£3,964.00	£0.00	-£3,964.00

Other expenses	Projected spend	Actual spend	Difference
Other expenses contingency	£1,274.00		-£1,274.00
Subtotal	£1,274.00	£0.00	-£1,274.00

Totals	Projected	Actual	Difference
Total income	£30,600.00	£11,626.00	-£18,974.00
Expenditure			
Consultants	£20,300.00	£11,026.00	-£9,274.00
Consultation - 1st Public	£5,062.00	£2,522.00	-£2,540.00
Consultation - Reg 14 and Reg 1	£3,964.00	£0.00	-£3,964.00
Other expenses contingency	£1,274.00	£0.00	-£1,274.00
Total expenditure	£30,600.00	£13,548.00	-£17,052.00
Total surplus/excess inc over exp	£0.00	-£1,922.00	-£1,922.00

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PROJECT TIMELINE (rev 15 June 2021)

Notes:

- Need to insert LTC meeting timetable when it's available

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan 2022	Feb 22
Council Meetings		ED&P 11th	ED&P 11th	Full Council 15th	ED&P 20th		ED&P 7th							
NDP WP Meetings		NDP WP 2 nd	NDPWP 2 nd & 30th											
NDP SG Meetings	21st	2nd	2 nd & 30th											
Study/ Analysis/Report Deadlines		Final Draft Topic papers - Mid-Feb	Policies and studies to NDPWP on 2 nd , ED&P on 11 th , Full Council 1 st April				16th Draft Lands cape Study	Analysis of consultation results, re-write of NDP	Draft NDP to HCC – 4 weeks Publicity for Reg 14		Analysis of consultation results, re-write of NDP and preparation of materials for Reg 16 consultation		HC revised SEA	
New Consultation Timetable				Easter			1 st consultation	School Holidays		Reg 14				Reg 16

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Old Consultation Timetable				Easter	1 st Consultation			School Holidays	Reg 14			Reg 16		
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