

**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**

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| <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

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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> | |

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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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| <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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|---|---|
| <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> | |

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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 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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