# 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

Town Clerk - Angela Price

**ATTENDANCE:** 

**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.

#### 185 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.

### 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:**

186

187

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

#### **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 1<sup>st</sup> public consultation on the plan revision content.

#### **RESOLVED:**

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

189

#### 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.

#### 190 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

Signed	Dated

Meeting closed at 7:30



### 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

1. Notes of Meeting 37 These were agreed with minor changes.  2. Update of Project Plan SG worked through and updated the project plan taking the current situation into account as follows: a) Booking services (incl. printing and delivery) 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 26 <sup>th</sup> 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) Completing reference documents. PH has sent the comments grid with agenda for the WP meeting on 25 <sup>th</sup> May and will also send it to individuals involved, along with request to help with online survey by Friday. 21st May. PH to		eting 38 – Wednesday 19 <sup>th</sup> May 2021 esent: PH; NF; AL	
SG worked through and updated the project plan taking the current situation into account as follows:  a) Booking services (incl. printing and delivery) 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) Completing reference documents.  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.	1.		
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) Setting up the website. 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.	2.	Update of Project Plan SG worked through and updated the project plan taking the current situation into account as follows: a) Booking services (incl. printing and delivery) 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 26 <sup>th</sup> May. Delivery to Royal Mail most likely 1 <sup>st</sup> 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) Completing reference documents. PH has sent the comments grid with agenda for the WP meeting on 25 <sup>th</sup> 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, 21 <sup>st</sup> May. PH to ask group of individuals to test online between 21 <sup>st</sup> and 24 <sup>th</sup> 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) Setting up the website. PH now has all admin. files online, with meeting files to follow. Topic papers and other associated reference documents to be	PH PH PH

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V: AL 20/05/21

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

3.	SG to agree message for social media and press on Tuesday, 25 <sup>th</sup> May for local papers on Friday, 28 <sup>th</sup> 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 25 <sup>th</sup> May.  PH to send latest comms. and consultation paper (v8).  Date of Next SG Meeting	PH NF & AL PH
	Tuesday, 25 <sup>th</sup> May, 10.30 am	

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Consultants: Bill Bloxsome (BB); Carly Tinkler (CT) Samantha Banks, Herefordshire Council (SB); WP = Working Party

	ting 39 – Tuesday, 25 <sup>th</sup> May 2021	
	sent: PH; NF; AL	
1.	Update of Project Plan	
	SG worked through and updated the project plan taking the current situation into account as follows:	
	15 (59) 9 (2)	
	a) Plan for Royal Mail Delivery The Royal Mail team have not yet got back to Hannah to	
		PH
	ask Hannah to contact Patrick at Royal Mail about what's	
	going on. PH also to ask Hannah to arrange collection by	PH
	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.	
	b) Envelope Stuffing  NE and All had labelled a total of 7,000 envelopes. NE	
	NF and AL had labelled a total of 7,000 envelopes. NF confirmed that 6,700 leaflets and questionnaires would be	
	ready on 26 <sup>th</sup> 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 26 <sup>th</sup>	
	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,	00
	explain stuffing procedure and details to return by 31st May.	SG
	c) Online Testing  Testers include: Coline Criff: Teny: Holon: John: Paul	
	Testers include: Celia; Griff; Tony; Helen; John; Paul. Olivia to put documents online on 26 <sup>th</sup> May. Online testing to	
	be coordinated by PH between 26 <sup>th</sup> and 28 <sup>th</sup> May with plan to	PH
	go live by evening of Friday 28 <sup>th</sup> May.	
	PH to ask councillors to double check the online survey	PH
	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.	
2.	Other Matters  PLL to contact CT about completion and timeline for Tonic Paper	PH
	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	1.11
	website.	AL
3.	Date of Next SG Meeting	
	Thursday, 3 <sup>rd</sup> June, 2:30pm	





### 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

	eting 40 – Thursday 3 <sup>rd</sup> June 2021 sent: 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, 7th 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 <sup>th</sup> 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 <sup>th</sup> June. AP to send to press by Tuesday, 8 <sup>th</sup> 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

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

	Destaurate has a seek to the s	1
	Posters to be as robust as possible, probably using 120 grm. card.  Monday, 7 <sup>th</sup> 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 16 <sup>th</sup> July.	РН
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, 8 <sup>th</sup> June and email CT about the overall timeline and completion of Topic Paper 6.	РН
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.	PH &NF
6.	Date of Next SG Meeting Wednesday, 9 <sup>th</sup> June, 4.30 pm.	
	WOODOCOON UN HINO / 211 NM	

V: AL 05/06/21

For the Ledbury NDP developed 2019-2021



### 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

	eting 41 – Wednesday, 9 <sup>th</sup> June 2021 sent: PH; NF; AL	
1.	Notes of Meeting 40 These were agreed.	
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.  Training of Volunteers to Input Paper Questionnaires: 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.	PH PH
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.	NF AL
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.	РН
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	



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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 <sup>th</sup> June), to send to CT on Monday 21 <sup>st</sup> June.	PH
6.	Date of Next SG Meeting Tuesday, 15 <sup>th</sup> June, 1:30pm – to agree WP papers to send to Olivia and discuss consultation grid and physical presentations.	



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Сотрапу пате	Ledbu	Ledbury Town Council			Legend:	nd: On track Low risk Med risk High risk Unassigned	
Project lead	Phillip Howells	towells					
Project Start Date:	06/05/2021					July	August
Scrolling Increment: 40	40					15 17 18 19 20 21 22 23 24 25 26 27 28 39 01 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
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1. Booking services							
Acquire Royal Mail Freepost licence: Freepost LEDBURY TOWN COUNCIL	Goal	Angie Price/LTC office	100%	06/05/2021	12		
Book leaflet and questionnaire delivery in envelopes to all tedbury parish post codes with Royal Mail for est w/c 24th May	Goal	Angie Price/LTC 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	60		
Purchase 6,700 C5 self seal envelopes and labels	Goal	Angle Price/LTC 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 does	Milestone	9S +	100%	06/05/2021	g		
Update data capture form with actions taken and cirulate 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	SS	100%	11/05/2021	1		
Confirm final version of issues and options paper is updated in line with leaflet and questionnaire (to v.10)	Goal	SS	100%	14/05/2021	7		
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 A4 document to explain Topic guide 6 LVBA progress to go on the website and inviting contributions to it,	Milestone	CT/PH/SG	100%	14/05/2021	7		
Review Lybar Copic guive a compierum date for agreement to go onto the website by the end of this public	Milestone	CT/PH/SG	10%	07/05/2021	Ľ,	\$\delta_{\text{\texitext{\text{\text{\text{\text{\text{\text{\text{\text{\text{\texitext{\text{\text{\text{\text{\text{\text{\text{\text{\text{\texicr{\text{\texi{\text{\texi{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\texicr{\text{\texicr{\text{\texicr{\text{\text{\text{\text{\texicr{\texicr{\texicr{\text{\texicr{\texicl{\texict{\texicr{\texicr{\texicl{\texicr{\texicl{\texicl{\texi{\texi{\texi\texicr{\texi{\texi{\texi{\texicr{\terint{\texicr{\terictex{\tinter{\texicr{\terict{\tinicr{\ter	
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  - Meetling agendas and notes	Milestone	PH/Office	%05	07/05/2021	15		
Maps in issues paper, leaflets, topic guides etc to be checked by the Clerk for no illegal website accessability issues	Milestone	Angle 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 questionaire are posting on the website and filed	Milestone	SG/Office	100%	17/05/2021	N		
Agree link information and QR code for the online survey with Max in order to include it in the printed leaflet and questionaire for testing	Milestone	SG/MB	100%	11/05/2021	72		
Test printed leaflet and questionnaire work together with up to six volunteers	Milestone	SG/volunteers	100%	12/05/2021	ĸ		
Agree setting up of questionnaire in Survey Monkey with Max including QR code for device access.	Milestone	MB/SG	100%	14/05/2021	п		

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	Project Start Date: 0	06/05/2021					June						July								August	
		40					2	18 19 20	22 23	26 27	29 30 1	ю 4	7 8	11 11	13 14 15	17 18	20 21 22	24 25	27 28 29	31 1		
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Mariene	est online questionnaire works including nks to files inc maps on the website	Milestone	SEXES	100%	26/05/2021	п																
Milettenee	nline questionnaire goes live on the ebsite with links on front page of LTC ebsite and on relevant NDP pages	Goal	MB/SG/Office	100%	28/05/2021	1																
Milescore   Mile	nline questionnaire and paper response eriod is for both by midnight Friday 16th ily 2021	Milestone	MB/SG	10%	26/05/2021	52	۸.	<u>A</u> .	<u>A</u> .	<u>A</u> _	A. A.	<u>^</u>	<u>A</u> _	<b>∆.</b> <b>∆</b> _	<u>A</u>	À.						
Goal   Printer   1800   130	ontinue to file online on the website and supporting filing systems new and pdated documents as they become vallable during the consultation period	Milestone	PH/Office	%0	21/05/2021	52	Δ_	<u>A</u>	<u>A</u> .	A_ A_	<u>A</u> .	A. A.	A.	<u>A.</u>	A. A.							
Goal	nting and stuffing into envelopes and ivy to Royal Mail																					
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Milletone   Solving Prior Prior   Solving	rint and fold 6,700 A4 black and white uestlonnaires	Goal	Office	100%	17/05/2021	ω																
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Millestone   SG/Angle Price/Office   1900   15/05/2021   15   15	iliver, or have collected, required imber (6,602) of stuffed and sealed ivelopes to Royal Mail (keep rest by for her use)	Goal	Office	100%	01/06/2021	4											A Comment of the Comm					
Millestone         SSG/Angle Price/Office         12/65/2021         13           Millestone         SSG/Angle Price/Office         00K         22/65/2021         3           Millestone         SSG/Angle Price/Office         00K         22/65/2021         3           Millestone         SSG/Angle Price/Office         00K         22/65/2021         3           Millestone         SSG/Angle Price/Office         00K         22/66/2021         1           Millestone         SSG/Office         00K         12/66/2021         1	ilivery by Royal Mail	Goal	Royal Mail	25%	14/06/2021	9	•	•														
Millestone         SG/Angle Price/Office         300K         23/09/2021         15           Millestone         SG/Angle Price/Office         300K         22/09/2021         3           Millestone         SG/Angle Price/Office         00K         15/06/2021         3           Millestone         SG/Angle Price/Office         00K         1100/20222         14           P         P         P         P         P         P           Millestone         SG/Angle Price/Office         00K         1100/20222         14         P	notion inc social media																					
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Milestone         SSG/Office         OW         22/05/2021         3           Milestone         SSG/Office         OW         22/05/2021         1           Milestone         SSG/Office         OW         15/05/2021         1           Milestone         SSG/Office         OW         01/05/2021         1	nd news release on the consultation ocess to printed and broadcast media per the Comms and consultation plan	Milestone	SG/Angle Price	100%	25/05/2021	2																
Milestone         SG/Office         OX         21/06/2021         3         P<	st message onto all social media tforms identified that online survey wouline	Milestone	SG/Office	30%	25/05/2021	в																
Milestone SG/Angle Price/Office OX 22/06/2021 3 PP P	st reminder of online survey being illable and to expect postal delivery of velope in early June on all social media	Milestone	SG/Office	%0	21/06/2021	1		A_														
Milestone SG/Office 0% 01/07/2021 1.1  Milestone SG/WP 15/06/2021 1.4  Milestone SG/WP 10/06/2021 1.4  Milestone SG/WP 00/06/2021 1.4  Milestone SG/WP 00/06/2	id news release, produce and post iters in the town and post to social dia dates, times and locations of sicial events to the held as new sention 8	Milestone	SG/Angle Price/Office	%0	22/06/2021	m			<u>å_</u>													
Milestone SG/WP 15/06/2021 1.4 P P P P P P P P P P P P P P P P P P P	t final reminder of online survey and stall questionnaire end dates on all ial media sites	Milestone	SG/Office	%0	01/07/2021	н					4_											
Milestone SG/PH SX 12/06/2021 14 PP	apth consultations with key groups up of June																					
Milestone SsG/WH SSW 13/06/2021 14 P P P P P P P P P P P P P P P P P P	view Comms and consultation cument to agree split (with numbers of staget interviewers) between in- pth proactive invites and emailed prinders of consultation period for any mment in addition to the questionnaire	Milestone	95	<b>%</b> 09	15/06/2021	н	۵.															
Milestone Ssc/MP 2004.00 300 12/05/2001 30 10 10 10 10 10 10 10 10 10 10 10 10 10	t up consultation form template with restions and other info for each key oup to be consulted	Milestone	Hd/5S	2%	15/06/2021	14	Δ.	<u>A</u>	<u>A.</u>	Δ.												
Milestone Ss/Office 00% 01/06/2021 30 P P P P P P P P P P	cruit volunteers to help conduct in pth interviews (probably by zoom) inc tting up interview dates and times	Milestone	SG/WP	10%	17/05/2021	09	Δ_	<u>A</u>	<u>A</u> _ A_ A.	Δ.	Δ.	A. A.	۵. ۵.	<u>۸</u> ـ	<b>A</b>							
	ase up completed interview forms with natures of consultee agreeing to blication of input	Milestone	SG/Office	%0	01/06/2021	30	۵	<u>A</u> _	A. A.	۵.												

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Scrolling Increment:	40						N .
Milestone description	Category	Assigned to	Progress	Start	Days		T F S S M
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	Δ_	
Send email or letters to these groups	Milestone	SG/Office	%0	23/06/2021	14	۵ـ ۵	1
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 a few hours each day)	Milestone	SS	20%	15/06/2021	н	<u>å</u>	
Explore options, compare prices and book locations with refreshment options	k Milestone	SG/Office	%0	15/06/2021	7	A_ A_ A_ A_	
Design presentation materials - display boards A3, powerpoint or videos, posters	Milestone	SG/Office	%0	23/06/2021	4	å.	
Obtain quotes to produce materials	Milestone	Office	%0	25/06/2021	ю	<u>A</u> .	
Give orders for production of materials	Milestone	Angie Price/Office	%0	28/06/2021	2	Δ.	
Recruit volunteers to help on the presentation dates with schedule of people to meet and talk with visitors, to explain about the conculation and ensure questionnaires completed (ideally on line) by any who have not already done so	Milestone (1)	SG/Cllrs/volunteers	25%	21/06/2021	01	۵ـ ۵	
Arrange training day for volunteers on key issues if necessary	y Milestone	SG/WP	%0	23/06/2021	m	<u>A</u>	
Hold physical events	Milestone	SG/WP/Office/Cllrs/ 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)	al Milestone	SG/WP/Clirs/ volunteers	75%	24/05/2021	'n		
Data entry training of volunteers by MB	Milestone	MB/SG/volunteers	%0	21/06/2021	m	<u>A</u> .	
Data entry ready to start from a week after physical posting of leaflet and questionnaire	Milestone	Volunteers	%0	22/06/2021	04	A. A	
Entering of the qualitative data received onto the qualitative response apreadment to be conducted from the start of the online survey and to include the indepth interviews and other sources, to keep it up to date as we go along as far as possible.	Milestone 5,	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	Goal	MB/SG	%0	31/07/2021	н		



### 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		20.00
Materials	£150.00		-£150.00
Consultant support	£1,940.00		-£1,940.00
Subtotal	£5,062.00	£2,522.00	-£2,540.00

Counsultation - 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
Fotal 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	Мау	June	July	August	Sept	Oct	Nov	Dec	Jan 2022	Feb 22
Council		ED&P 11th	ED&P 11th	Full Council 15th	ED&P 20th		ED&P 7th							
NDP WP Meetings		NDP WP 2 <sup>nd</sup>	NDPWP 2 <sup>nd</sup> & 30th								V			
NDP SG Meetings	21st	2nd	2 <sup>nd</sup> & 30th											
Study/ Analysis/Re port Deadlines		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				16th Analysis Draft consulti Lands results, cape of NDP Study	Analysis of consultation results, re-write of NDP	Draft NDP to HCC – 4 weeks Publicity for Reg 14		Analysis consulta results, i write of and prepara material Reg 16	Analysis of consultation results, rewrite of NDP and preparation of materials for Reg 16 consultation	HC revised SEA	
New Consultation Timetable				Easter		18.	1st consultation School Holiday	School Holidays		Reg 14			Reg	Reg 16

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