

LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES - CHURCH STREET - LEDBURY

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10 September 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 **Wednesday, 15 September 2021 at 6.30 pm via zoom**, for the purposes of transacting the business set out below (a link to join the meeting will be sent out by the Clerk prior to the meeting).

Yours faithfully

Angie Price
Town Clerk

A G E N D A

1. **Apologies for absence**
2. **Declarations of interest**
3. **To approve and sign the minutes of the meeting of the Neighbourhood Development Plan (NDP) Working Party meeting held on 22 June 2021
(Pages 488 - 489)**
4. **To receive the notes of the meeting of the NDP Steering Group meetings held from 9 June to 10 August 2021 inclusive: (Pages 490 - 499)**
 - a. NDP SG notes of meeting no. 42
 - b. NDP SG notes of meeting no. 43
 - c. NDP SG notes of meeting no. 44
 - d. NDP SG notes of meeting no. 45

5. **Update on Public Consultation** **(Pages 500 - 503)**
 - a. Update on public consultation project plan
 - b. On-line questionnaire survey report – due 13 September 2021
(To follow)
 - c. Update on consultation with local groups and businesses (Verbal Report)

6. **Website and filing update** **(Verbal Report)**

7. **Update on grant applications, funding and up to date budget**
(Verbal Report)

8. **Update on overall NDP project timeline**

9. **Dates of future meetings**

To note that future meetings will be held on the following dates and times:

5 October 2021 6.30 pm

**NOTES OF A MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
HELD ON 22 JUNE 2021 VIA ZOOM**

PRESENT: Councillor Howells (Chair), Nicola Forde (Deputy Chair) Ann Lumb, Celia Kellett, Steve Glennie-Smith, Paul Kinnaird, Matthew Eakin.

IN ATTENDANCE: Town Clerk – Angela Price

191. APOLOGIES

Apologies were received from Councillors Bannister, Harvey, and Morris

192. DECLARATION OF INTERESTS

None received.

193. MINUTES

Members were requested to receive and note the notes of a meeting of the Neighbourhood Development Plan Working Party (NDP) held on 25 May 2021.

Members of the Neighbourhood Development Plan (NDP) Working Party held received and noted the minutes of the meeting of the meeting held on 25 May 2021 be

194. NOTES OF THE STEERING GROUP – UP TO 9 JUNE 2021

Members received and noted the notes of the NDP steering group from 19 May to 9 June 2021 be received and noted.

195. UPDATE ON PUBLIC CONSULTATION ACTIVITY

Councillor Howells updated members on the following: -

- a. NDP public consultation 2021 project plan
- b. Leaflets distributed by Royal Mail, Royal Mail to confirm that all postcodes have received the questionnaire
- c. Online survey in place, at present there is a 2.5% return rate
- d. Questionnaire well publicised and several posters have been placed around the town
- e. There are five categories for consultation these are:
 - i) Groups for Consultation which is ongoing or already undertaken
 - ii) Zoom and face to face meetings with a few organisations
 - iii) A template for organisations to complete themselves
 - iv) Standard email for organisations to answer questions specific to themselves

- v) Non-standard email for certain organisations, such as potential hotels, network rail and the tourist industry outside of Ledbury
- f. Data entry will be completed with trained volunteers. Volunteers were also requested to help with the one to one consultation interviews.

Members advised of some areas of the town who had not yet received copies of the consultation documents and it was suggested that the Clerk consider placing an advert on the Council's Facebook page advising that there are copies available in the Town Council offices for collection, should residents not have received copies in the post.

It was noted that two consultations will be held under the Market House on 7 and 14 July.

196. UPDATE ON GRANT APPLICATIONS, FUNDING AND UP TO DATE BUDGET

Councillor Howells updated members on the progress of obtaining grants, including the two localities grants that had been applied for.

Councillor Howells advised that the £10k grant for Awards for All was turned down and therefore proposed that a recommendation is sent to the ED & P to release £10k from reserves, this was seconded by Councillor Eakin

The second localities grant has been approved

It was suggested that the Clerk consider making a recommendation to the Economic Development and Planning committee to make a request to the Finance, Policy & General Purposes Committee to release £10k from reserves.

197. UPDATE ON FILING INCLUDING WEBSITE

Councillor Howells updated members on the progress of the NDP website. He has proposed that meeting Agendas be put onto the website as soon as possible

Members received and noted the verbal update on the website and filing.

198. UPDATE ON OVERALL NDP PROJECT TIMELINE

Members received and noted the update on NDP timeline.

199. DATES OF NEXT MEETINGS

Tuesday, 20 July 2021 – 6:30 pm

Tuesday, 7 September 2021 – 6:30pm

Tuesday, 05 October 2021 – 6.30pm

The meeting closed at 7:30 pm

Signed Dated

489.

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 42 – Tuesday, 15th June 2021 Present: PH; NF; AL</p>	
<p>1. Notes of Meeting 41 These were agreed.</p>	
<p>2. Agenda and Papers for WP Meeting (22nd June) The minutes of the last, and papers for the next WP meeting were agreed to include an updated project timeline already produced by NF and budget update to be covered by PH. Papers to be sent to Olivia by 16th June. The Royal Mail delivery to all HR8 postcodes includes a few addresses outside the parish and the participation of these people in the survey was discussed. SG agreed to recommend they be allowed to participate because of their close proximity and involvement in Ledbury for work, education, retail or social reasons. SG discussed the project timeline which has slipped by about 1 month. Reg 14 will now be reached in October/early November, Reg 16 in late January/February 2022. PH pointed out that this still meant the NDP would be fully applicable for 2 years, at which point the new Core Strategy and planning regulations were likely to come into force. SG agreed concern that the timeline is very tight with no room for further slipping and that it also needed to adapt to the LTC meeting timetable, when available.</p>	<p>PH SG</p>
<p>3. CT's Work PH had sent CT a timeline for completion of the LVBA by 16th July and would discuss further with her on 16th June. NF offered to look at digitalising maps required for the LVBA. PH to inform CT of the offer and ask how many maps were involved. AL also prepared to look at the digitalising task, perhaps getting a contact from Herefordshire Council.</p>	<p>PH</p>
<p>4. Posters Sally (in the LTC office) has been asked to produce 50 posters on heavy card and she will contact NF when they are ready. Locations in and around the town were discussed and the list divided between SG members to distribute a.s.a.p.</p>	<p>SG</p>
<p>5. Training for Data Input NF to email MB about possible dates for training (21st, 22nd and 23rd June) and ask how long this will take. NF then to email 6 people volunteering: Steve Chowns; Tony Evans; Griff; Celia; Malcolm; Sue (plus PH and NF)</p>	<p>NF NF</p>

Ledbury NDP Steering Group (SG) agenda and actions

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<p>6. Consultees' Grid SG discussed the grid representing all individuals, organisations and groups to be consulted before 16th July. Consultations will be undertaken in 5 main ways:</p> <ol style="list-style-type: none"> 1. Where consultation is ongoing or already undertaken, the organisations will be asked to sign to confirm that the existing template is up to date. 2. Face-to-face or Zoom meetings. 3. Template for completion with specific questions drafted by SG (supported if available by last consultation results to update). 4. Non-standard email (e.g. about future needs or plans) 5. Standard email – SG discussed whether this should be to encourage the organisation/group to complete the questionnaire (and fill in the organisational name instead of the postcode) or whether it should just be to illicit specific views to be returned as an email. <p>SG agreed the approach to adopt for each consultee and this was recorded by NF on the grid. NF and AL to prepare draft template questions to be discussed at next SG meeting.</p>	<p>NF&AL</p>
<p>7. Physical Presentations Continuing Covid restrictions means that we shall not be able to organise physical presentations as planned. However, SG agreed to hold 2 events under the Market House open to all members of the public on Wednesday, 30th June (9 – 1pm) and Wednesday 7th July (2 - 6pm). NF/AL to prepare material for exhibition boards and provide questionnaires/leaflets and templates (for non-residents) to give out. PH to talk to AP about arrangements and ask for volunteers to help at WP meeting on 22nd June.</p>	<p>NF&AL PH</p>
<p>8. Other Matters NF to ask Olivia to put up photos sent for the website. PH to ask Dave Tristram if we can apply for any other alternative grants. NF to contact BB to arrange meeting with SG in week of 28th June and invite him to participate in a Market House presentation. NF/AL to contact Tom Banner at the Ledbury Reporter re. publicising views/contributions from public and about a reminder to people to complete the questionnaire.</p>	<p>NF PH NF NF&AL</p>
<p>9. Next SG Meeting Wednesday, 23rd June, 1:30pm.</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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Meeting 43 – Wednesday, 23rd June 2021	
Present: PH; NF; AL	
1. Notes of Meeting 42 These were agreed.	
2. Royal Mail Delivery Some residents have still not received their consultation envelope delivered by Royal Mail (e.g. Victoria Road, Southend), while at least one address has received two envelopes. PH to complain and question whether business addresses/shops received the envelope.	PH
3. Organising Training with MB NF has organised two training sessions with MB for the people volunteering to input data from the paper questionnaire. These sessions will be on Tuesday, 29 th June and Thursday, 1 st July.	NF
4. Finalising 1st Consultations SG discussed and agreed to produce draft templates and emails to consult organisations/groups/individuals in 5 ways (see attached grid for details): a) Email with previous consultation responses asking to formally update earlier response (11 organisations/individuals). b) Zoom or face-to-face meeting (6 organisations/individuals) c) Template (with leaflet and questionnaire attached) for self-completion by organisations, asking for both general feedback and answers to specific questions (about 24 organisations). Templates to be sent via AP. d) Non-standard emails (with template and questionnaire attached) to be sent asking for both general and specific feedback (14+ organisations/individuals). Emails to be sent via AP. e) Standard email to be sent to remaining groups/organisations (about 60) to be drafted by AL. Emails to be sent via AP.	PH (10) NF (1) PH (6) SG (24) NF & AL (14+) AL (60)
5. Physical Presentations PH to confirm details of physical presentations to be held under Market House on 7 th July (2 – 6pm with SG present 2 – 4pm) and 14 th July (9 – 1pm). On each occasion, volunteers will be asked to help with a member of the SG present at each session. PH to organise with AP and seek volunteers. NF to draft email for volunteers. NF is to send boards to Olivia for her suggestions. It was also agreed that NF would simplify the leaflet text used on the boards and use A1 rather than A3 if possible for the associated maps.	NF & PH NF

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<p>A separate board will be produced to draw attention to the 'Call for Views'.</p> <p>Leaflets and questionnaires will be available to give out at the Market House presentations and some posters displayed.</p>	
<p>6. Press Release (v2) and Social Media</p> <p>SG agreed a press release should be sent to the Ledbury Reporter for Tuesday, 29th June to cover 3 matters:</p> <ul style="list-style-type: none"> a) reminder to complete the questionnaire (with QR code) b) publicity for the 'Call for Views' c) details of the Market House presentations. <p>There should also be 3 separate messages for Facebook and other social media. NF to draft press release and PH to liaise with AP</p>	<p>PH</p> <p>NF & PH</p>
<p>7. Contacts with Consultants</p> <p>SG discussed BB's first draft section of the NDP and agreed that NF and AL would look at the matters in red and send a response to BB.</p> <p>On PH's suggestion, it was agreed to ask MB to do a first analysis of the questionnaires received to date and then meet with BB.</p> <p>PH to reply to CT confirming that his section will be ready before 2nd July and that CT should therefore recommence work on Topic Paper 6 in week commencing 5th July</p>	<p>NF & AL</p> <p>NF</p> <p>PH</p>
<p>8. Next SG Meeting</p> <p>Thursday, 1st July 2:30pm</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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Meeting 44 – Wednesday, 27 July 2021, 2.30	
Present: PH; NF; AL; BB from 3.30 pm; MB from 4.30pm	
1. Notes of Meeting 43 These were agreed.	
2. Call for Views Agreed that, as the response to the Call for Views had not been good, CT should be informed that the most important views had been identified and it is not expected more will be received.	NF
3. LVBA Timetable Agreed this should be clarified with CT and that a meeting should be arranged with her and with BB to ensure their documents are consistent.	PH
4. Time period NDP Covers Agreed this should be 2021 – 2031 as per the Core Strategy	
5. Communication with Consultants. Agreed NF and AL should be responsible for responses to consultant requests for information/feedback etc without recourse to PH	
6. Consultation emails and templates – PH had sent out about 50%. There is less pressure now for the NDP to be completed as Herefordshire Council has 6.9 years of housing supply. PH to revisit list of consultees.	
7. BB joined the meeting <u>a) Updates to topic papers/Supplementary Paper</u> Agreed topic papers do not need major updating but form part of the consultation phase. Any subsequent changes can be included in the Supplementary Paper BB is preparing which will include arguments for why some changes have been included and others have not eg housing. Core Strategy states that a balanced approach should be taken but currently development in Ledbury is not balanced so this revision concentrates on employment and recreation to redress the balance. Agreed BB would read through the topic papers and tweak if there are major inconsistencies or errors.	BB
<u>b) Meeting with Herefordshire Council and Herefordshire FA re Sports Provision</u> BB cannot revise the NDP until meetings have been had with interested parties re sports and employment - PH to urgently organise. Agreed it is essential for Dan Chance, Ruth Jackson, one person from each of the football teams and one NDP SG member to attend but more important to have the meeting urgently than to allow everyone who might wish to attend.	PH

Ledbury NDP Steering Group (SG) agenda and actions

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c) Re-drafting the NDP

Photographs and diagrams for the NDP will need to be sourced and provided at a later stage.

BB asked where the section covering the Settlement Boundary go in the report. PH said Ledbury councillors had asked for it to come first in the consultation. BB agreed to ask Carl Brace what he thought.

BB

Currently the NDP states that objectives are set out in the document followed by proposals to meet those objectives and justifications for those proposals. However this is not always the case in the actual document so one major change is to go through the whole document and amend, occasionally inserting new objectives.

BB

d) Sensitivity Studies from CT

BB explained what was needed (see subsequent email from BB to Steering Group dated 30.07.21)

BB

e) Proposals for access to the railway station

PH said that a new solution to access to the station and car parking had emerged, ie adapting the westbound platform for use for trains from both directions and extending the car park on the south side.

PH suggested the business on Homend Trading Estate should be canvassed as to their views of proposals for them to relocate.

NF said that many people who had responded to the consultation had suggested a lift (as at Leominster) or long ramp (as seen at stations in the Cotswold).

BB suggested that the NDP should identify the different options for the railway station site and a supportive policy, rather than a firm proposal, as the evidence for a firm proposal is not possible to gather in the time frame. NF and AL supported this proposal.

f) Green Infrastructure

In the light of the Vistry and Gladman emails re. the NDP (July 2021), SG agreed that it's important to co-ordinate the green infrastructure strategy and proposals as outlined in the Issues paper and the LVBA. AL and NF to contact BB and CT.

NF/AL/BB

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<p>8. MB joined the meeting at 4.30 849 responses to the consultation had been received so far. NF agreed to ensure all questionnaires are sent back to the office so MB can pick them up for checking.</p> <p>MB to analyse all responses in terms of postcodes.</p> <p>Headline results could be given immediately.</p> <p>MB also to supply comments from the consultation in raw data form (without any analysis so SG can understand the issues people are concerned about). She advised it was not necessary as this is an informal consultation to respond to each comment. SG needs to be careful not to allow individual comments to outweigh the statistical results.</p> <p>MB will issue her report by the end of the first week in September PH asked MB when she needed to invoice for the work. She replied she could either invoice separately for the data input training and for the data analysis and report or for the two stages together. PH to find out from the Clerk what the Council had said they would do.</p>	<p>NF</p> <p>MB</p> <p>MB</p> <p>MB</p> <p>PH</p>
<p>9. MB and BB left the meeting</p>	
<p>10. Timetable for draft NDP and LVBA Agreed that drafts of both reports need to be available for the Working Party meeting on 7th September. The final report should go to the Full Council meeting on 30th September and to Herefordshire Council at the beginning of October in order for the Regulation 14 consultation to take place before Christmas.</p>	
<p>11. Next SG Meeting Tuesday 10th August at 10. CT to join at 10.30. BB to join at 11.30</p>	

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Meeting 45 – Tuesday, 10th August 2021 at 10:00am	
Present: PH; NF; AL; CT from 10:30am; BB from 11:30am	
1. Notes of Meeting 44. These were agreed.	
2. Consultation Update PH reported that 46 templates had now been sent out. Meetings/zooms are still to be organised. NF to update the consultee list. PH to reply to responses as received and copy to NF and AL. Emails will be redacted for the website to remove personal email addresses. We have received 847 survey responses, 463 online questionnaires and 384 paper versions. NF to check whether questionnaires dealt with by Stephen Chowns have been forwarded to MB. PH to update the Consultation Project Plan, and continue filing on the website, in particular with regard to accessibility for Reg. 14 stage. PH also to organise remaining face-to-face consultations.	NF PH NF PH PH
3. Meeting with CT <u>Timeline</u> PH reported the consultation results and the plan to have all documents for Reg.14 ready for the LTC meeting on 30 th September. This is the earliest target date and an extraordinary meeting may have to be arranged instead. CT indicated that a 1st draft of the LVBA (using draft figures/maps) will be ready by 20 th August and sent to all volunteers who contributed to the content for feedback and updates. Ideally, volunteers will be asked to give feedback by 31 st August. PH asked CT to add something in the LVBA on light pollution. CT said she would also work on the sensitivity studies with the aim to produce a first draft on these by 27 th August. It was agreed that the first draft LVBA and LVSA should be sent to the WP well before their meeting scheduled for 7 th September. SG also agreed to meet CT to discuss figures, plans and maps at the Market House at 3pm on 19 th August. NF to email AP to arrange. <u>Vision</u> PH summarised our main aim which is to produce a revised NDP for 2021-2031 with a settlement boundary. Beyond that, the aim is to inform the next Core Strategy and future NDPs with inclusion of swathes of enhanced and new GI zones. This is a future vision which makes no reference to a particular year date.	CT CT NF

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<p>4. Meeting with CT and BB.</p> <p>a) <u>Sensitivity Studies</u> PH referred to 5 areas which had been proposed for sensitivity studies in the past. BB indicated his present needs and discussed with CT as follows:</p> <p>i) <u>Area SW of Gloucester Road roundabout.</u> BB said this area was important because an appeal inspector referred to it and it could be linked to the Dymock Road site. CT said she could cover this and had earlier indicated that she could refer to her work for the Dymock Road site appeal, which is on official record.</p> <p>ii) <u>Area by Full Pitcher roundabout.</u> BB said that there was now no need for a sensitivity study at this location because it will be surrounded by development.</p> <p>iii) <u>Area for employment and playing fields south of Little Marcle Road.</u> BB indicated that the area for proposed football pitches has a medium level of sensitivity in HC's assessment and the area to the west (Gilbert's land) a high/medium sensitivity level. CT referred to her zoning plan for this area which shows a peripheral GI buffer, which she suggested probably needs moving further west. CT also argued for visual improvement of the UBL complex. BB offered to remind Paul Sampson of the Market Towns Economic Investment Plan initiative about facilitating and delivering employment and sport at this location. CT to use her updated zoning plan to cover supporting evidence of what's needed for landscaping west of UBL.</p> <p>iv) <u>Area north of Little Marcle Road.</u> BB reported Historic England's assessment of this location as sensitive because of the setting of both the town and Wall Hills Camp, an historic site. CT had already identified the area as sensitive and will note Historic England's comments when covering it in the sensitivity studies. PH suggested CT look at the whole area from the Hereford Road to the Little Marcle Road. BB advised the SG, in general, not to include too much detail, for example on the Haygrove community garden proposal, in the NDP.</p> <p>v) <u>Area north of the railway station.</u> PH indicated different options for this location and all parties agreed its high sensitivity. BB suggested that a detailed, granular landscape assessment was needed for the area which might be developed close to the railway station, asking the question:</p>	<p>CT</p> <p>BB</p> <p>CT</p> <p>CT</p>
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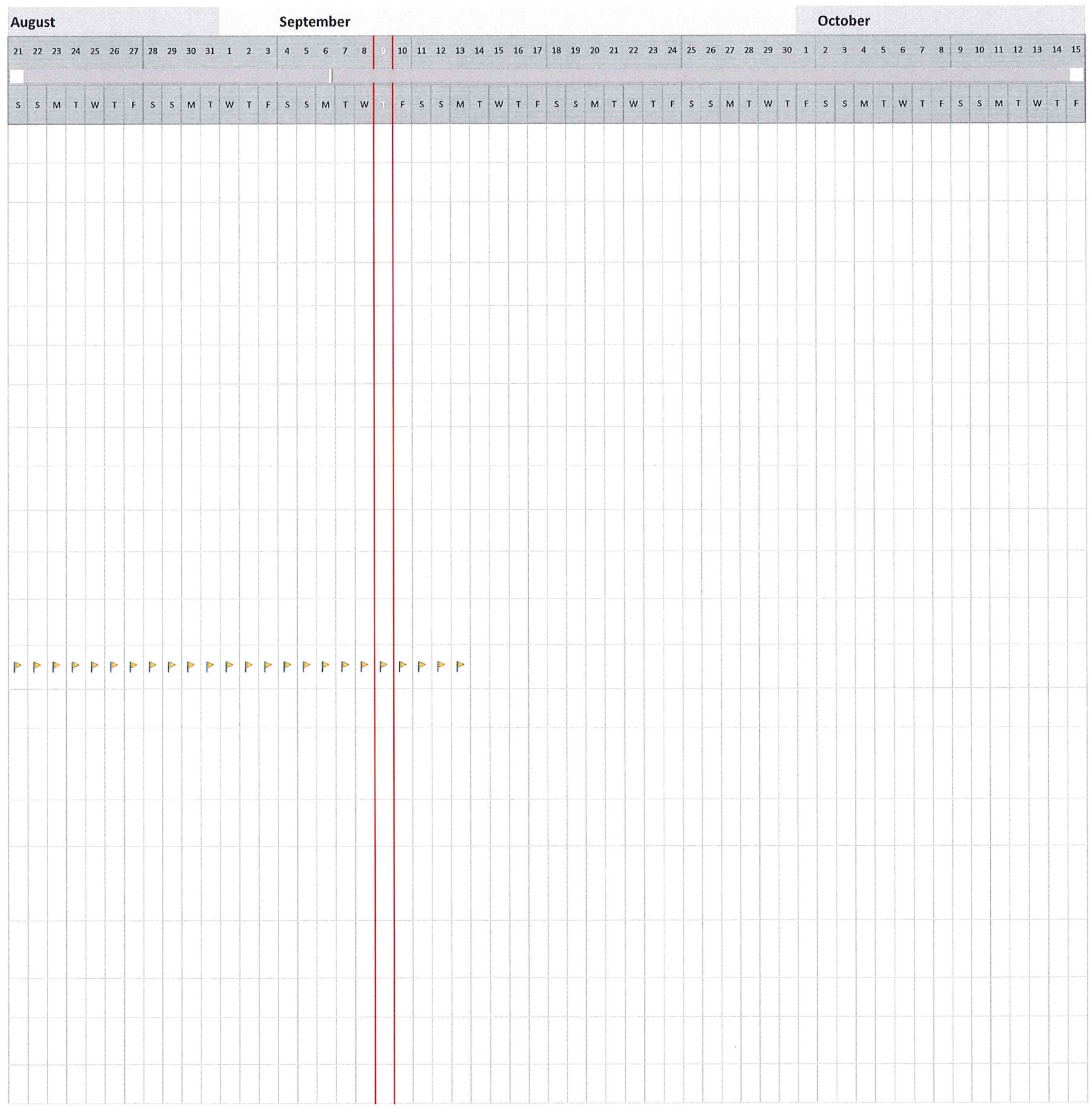
<p><i>what land could be used for access/improvement at this location?</i> CT will look at this. BB made the general point that we need to distinguish between immediate and longer term needs in the NDP. CT said that she would alter the current introduction on sensitivity in sections 1 - 4 of the LVBA but refer to the reasons for the sensitivity studies.</p> <p>b) <u>Other Issues Discussed</u></p> <p>i) BB would prefer references to residential housing being removed from the LVBA, as the revised NDP is not about housing. Design issues will be put into policies now and reference made to a review of the Design Guide in the next NDP.</p> <p>ii) BB's GI proposals were discussed with the aid of his map based on HC's GI strategy. CT indicated how she would adapt her zoning plan on the west side of Ledbury, not diverging from BB's GI plan, but adding to it.</p> <p>iii) PH repeated the proposed timeline, namely that the final draft LVBA and LVSA be available by 6th September, with the aim to get the draft Reg.14 document to Council by the meeting of 30th September.</p>	<p>CT</p> <p>CT</p>
<p>5. Next SG Meetings Thursday, 19th August in Market House at 3:00pm (with CT). Thursday, 26th August at 10:30am.</p>	

Ledbury NDP public consultation detailed planning project plan 2021

Company name Ledbury Town Council
Project lead Phillip Howells
Project Start Date: 06/05/2021
Scrolling Increment: 107

Legend: On track Low risk Med risk High risk Unassigned

Milestone description	Category	Assigned to	Progress	Start	Days
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 Ledbury 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	8
Purchase 6,700 C5 self seal envelopes and labels	Goal	Angie 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 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 A4 document to explain Topic guide 6 LVBA progress to go on the website and inviting contributions to it, eg views report	Milestone	CT/PH/SG	100%	14/05/2021	7
Review LVBA topic guide 6 completion date for agreement to go onto the website by the end of this public consultation period	Milestone	CT/PH/SG	70%	07/05/2021	130
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
Test online questionnaire works including links to files inc maps on the website	Milestone	MB/SG/Cllrs/ volunteers	100%	26/05/2021	3



500

Project Start Date: 06/05/2021

Scrolling Increment: 107

Milestone description	Category	Assigned to	Progress	Start	Days
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 (extended to 19th July)	Milestone	MB/SG	100%	26/05/2021	55
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	40%	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 help 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	100%	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	100%	25/05/2021	3
Post reminder of online survey being available and to expect postal delivery of envelope in early June on all social media sites	Milestone	SG/Office	100%	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	100%	22/06/2021	3
Post final reminder of online survey and postal questionnaire end dates on all social media sites	Milestone	SG/Office	100%	15/07/2021	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	100%	15/06/2021	1
Set up consultation form template with questions and other info for each key group to be consulted	Milestone	SG/PH	100%	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	95%	17/05/2021	60
Chase up completed interview forms with signatures of consultee agreeing to publication of Input	Milestone	SG/Office	70%	01/06/2021	30
7. Inviting contributions from other groups					
Agree list of groups and messages to each with media to be used	Milestone	SG	100%	15/06/2021	1

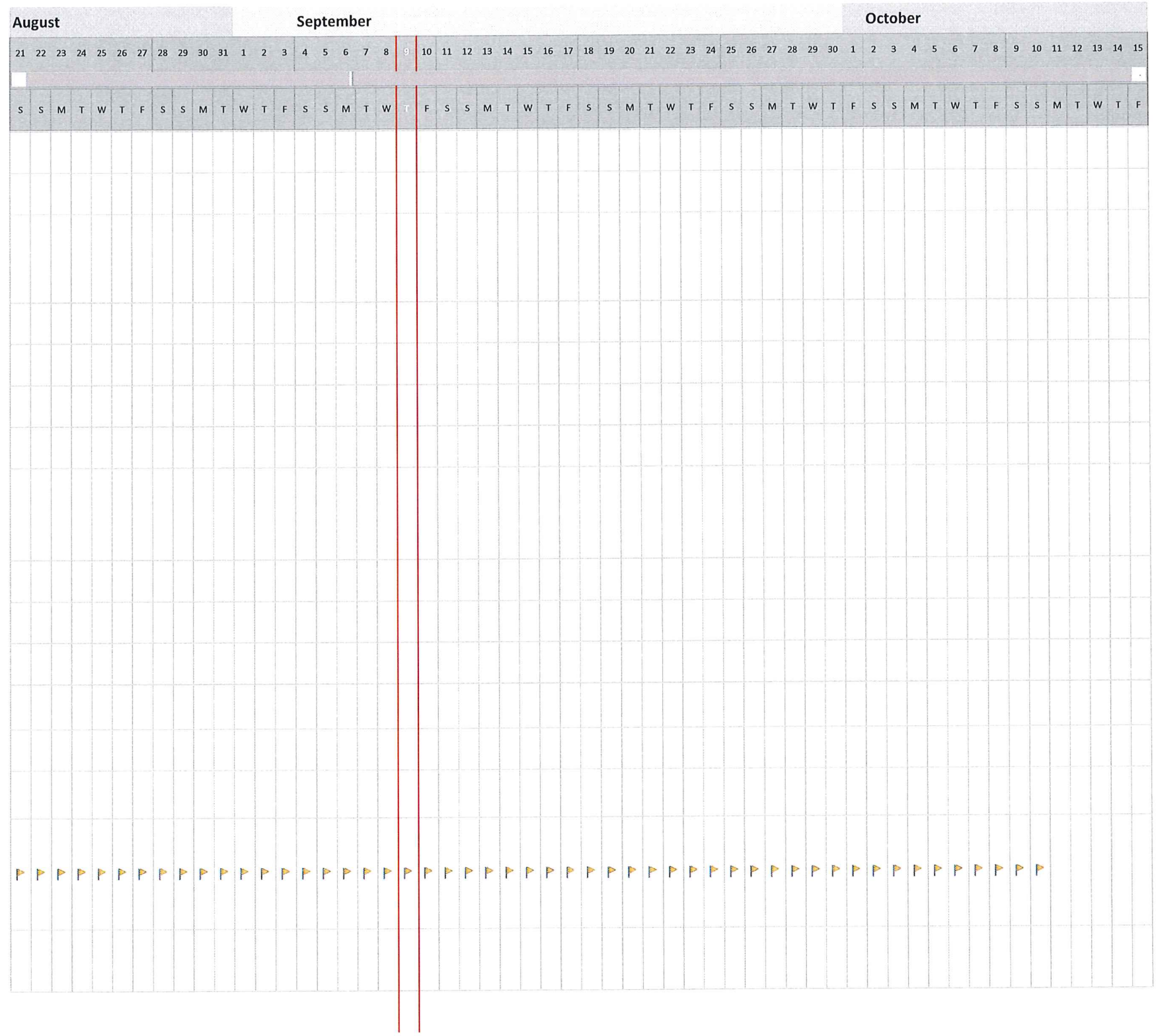
August							September														October																																		
21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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Project Start Date: 06/05/2021

Scrolling Increment: 107

Milestone description	Category	Assigned to	Progress	Start	Days
Send email or letters to these groups	Milestone	SG/Office	100%	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 a few hours each day)	Milestone	SG	100%	15/06/2021	1
Explore options, compare prices and book locations with refreshment options	Milestone	SG/Office	100%	15/06/2021	7
Design presentation materials - display boards A3, powerpoint or videos, posters	Milestone	SG/Office	100%	23/06/2021	4
Obtain quotes to produce materials	Milestone	Office	100%	25/06/2021	3
Give orders for production of materials	Milestone	Angie Price/Office	100%	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 consultation and ensure questionnaires completed (ideally on line) by any who have not already done so	Milestone	SG/Cllrs/volunteers	100%	21/06/2021	10
Arrange training day for volunteers on key issues if necessary	Milestone	SG/WP	100%	23/06/2021	3
Hold physical events (2 for 7th and 14th July)	Milestone	SG/WP/Office/Cllrs/volunteers	100%	07/07/2021	8
9. Setting up data analysis					
Recruiting volunteers to carry out physical questionnaire data entry onto online survey app (6-10)	Milestone	SG/WP/Cllrs/volunteers	100%	24/05/2021	5
Data entry training of volunteers by MB	Milestone	MB/SG/volunteers	100%	21/06/2021	3
Data entry ready to start from a week after physical posting of leaflet and questionnaire	Milestone	Volunteers	100%	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 indepth interviews and other sources, to keep it up to date as we go along as far as possible	Milestone	SG/volunteers	20%	24/05/2021	140
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	100%	31/07/2021	1



To add more data, insert new rows ABOVE this one

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PROJECT TIMELINE (rev 27 July 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	

Revised Consultation Timetable	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan 2022	Feb 22
LTC meetings							Full cncl 29th	Planning 12th	Planning 9 th Full cncl 30th	Planning 14th	Planning 11 th	Planning 9th		
LVBA							1 st consultation	Analysis and drafting	Draft to HC – 4 weeks	Reg 14 consultation				
				Easter				School Holidays				Scho ol holid ays		
Previous Timetable				Easter			1 st consultation	School Holidays		Reg 14				Reg 16
Old Consultation Timetable				Easter	1 st Consultation			School Holidays	Reg 14			Reg 16		