



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES - CHURCH STREET - LEDBURY

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27 April 2022

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

Dear Councillor

You are invited attend a meeting of the **Neighbourhood Development Plan Working Party** which will be held on **Tuesday, 3 May 2022 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

A Price

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 11 January 2022
(Pages 1195 -1196)**
4. **To receive the notes of the meeting of the NDP Steering Group meetings held from 17 November 2021 to 12 April 2022(58-68) inclusive:
(Pages 1197 - 1211)**
5. **To receive the updated budget as of 30 March 2022 with the current status of consultant payments and end of year grant report
(Page 1212)**
6. **Updated project timeline to completion**
7. **Dates of future meetings**

To be agreed

LEDBURY TOWN COUNCIL

**MINUTES OF A NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY
MEETING HELD ON
11 JANUARY 2022**

PRESENT: Councillor Howells
NON-COUNCILLORS: Paul Kinnaird, Nicola Forde, Ann Lumb

ALSO PRESENT: Angela Price – Town Clerk

224 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and l'Anson

225 DECLARATIONS OF INTEREST

None received.

**226 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE
NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) WORKING PARTY
MEETING HELD ON 23 NOVEMBER 2021**

RESOLVED:

That the minutes of the meeting of a Neighbourhood Development Plan Working Party held on 23 November 2021 be approved and signed as a correct record.

**227 TO RECEIVE THE NOTES OF THE MEETING OF THE NDP STEERING
GROUP MEETINGS HELD FROM 28 OCTOBER 2021 TO 4 JANUARY 2022
INCLUSIVE:**

RESOLVED:

That the notes of the NDP Steering Group held 28 October 2021 to 4 January 2022 (SG 51-57 inclusive) be received and noted.

**228 PROGRESSES TO REG 14 - REVISED NDP V1 WORKING DRAFT -
DECEMBER 2021**

Councillor Howells went through the revised NDP V1 Working draft dated December 2021, highlighting key points that have been changed in this version (with a final version to be produced in the next few days/early Jan 2022 for the Reg 14 consultation). Nicola Forde noted that the picture on 5.4 should be

changed to a local picture from Ledbury so that it is more relevant. Councillor Howells made members aware that the Town Clerk will need to send out a statutory notice, that it was critical to make sure everything is properly organised and that all the relevant consultation files had been uploaded to the website. In order to ensure enough time was allowed for this to be complete the SG were advising that the Reg 14 consultation period start be put back two weeks until 31st January. This was agreed.

RESOLVED:

1. Members decided they were happy with the revised working draft from December 2021.
2. Deadline to be set back 2 weeks till 31 January 2022 to allow time for the website to be updated.

229 DATES OF FUTURE MEETINGS

It was noted that the next meeting of the Neighbourhood Development Plan Working Party was scheduled for Tuesday, 22 March 2022 at 6:30PM.

The meeting ended at 7:50pm.

Signed Dated
(Chair)

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 58 – Thursday, 6th January 2022 Present: PH; NF; AL; CT.</p>	
<p>1. Notes of Meetings 53, 54, 55 and 56 These have now been agreed.</p>	
<p>2. Discussion with CT After discussion about where we are with the LVBA, CT agreed to send out the final version on the 13th January, provided she receives input from PH by the morning of 10th January. NF and AL to be copied in for comments. Title will be 'LVBA January 2022'. Both figures and photos have to be in this final version. PH to send David Sparrey's photos to NF urgently, so that she can forward them to CT, BB, MB, AL and Amy Howells. CT pointed out that the OS licence number has to be changed to 2022. Proposed changes to the figures/maps were discussed and noted by NF. It was agreed that, for the limited work involved, NF could liaise with CT's former assistant for technical help.</p>	<p>PH NF & AL PH & NF AP? NF</p>
<p>3. Other Matters <u>Website:</u> SG discussed improving website accessibility, particularly for the supporting documents. It was agreed that the structure could not be changed, but that the heading '2.0 Communications and Consultation' could be changed either to 'Consultations and Supporting Documents' or to 'Key Consultation Documents'. The latter would involve changing '4.0 Key Issues' to 'Main Issues'. PH to consider further. <u>Consultation Timeline:</u> This is tight to commence on 17th January – the press release has to be sent on 11th January and printers want copy by 12th January at the latest. SG agreed to adhere to dates planned for the consultation events, but possibly delay the start of online consultation by a week i.e. commence 24th January. Final decision to be made at next SG meeting on 10th January. <u>Consultation Actions:</u> PH noted town centre map/information/photos needed by MB to complete the consultation boards and response sheet. PH to note all actions required for the consultation programme and issues to raise with AP on 10th January. AL suggested using BB's email advice on the consultation process/tasks, including his example for statutory notice and offer</p>	<p>PH SG PH PH</p>

Ledbury NDP Steering Group (SG) agenda and actions

Members: Cllr Phillip Howells (PH); Nicola Forde (NF); Ann Lumb (AL)

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of 5 templates to cover various statutory and non-statutory consultees. SG to consider at next meeting. AL also pointed out need to comment on BB's Supplementary Paper so that it can go online. The remaining group/individual responses to the 1 st consultation should also be online. NF to forward responses she has, so that PH can fill in the gaps and complete.	SG PH & NF PH & NF
4. Next SG Meetings 10 th January 2022 at 11:00am	

Ledbury NDP Steering Group (SG) agenda and actions

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<p>5. Website PH to arrange date to sort out the website with Amy Howells. NF and AL offered to help which would require the use of PH's spreadsheet. AP to be contacted (see above) about the work to update the website to ensure that it is fit for purpose by the 31st January. SG agreed a target date for completion, the middle of next week, i.e. 19th January. After discussion, SG agreed to improve accessibility by changing the title 'Supporting Documents' to 'NDP Documents' and 'Communications and Consultations' to 'Key Consultation Documents'; 'Key Issues to be changed to 'Main Issues'.</p>	<p>PH PH</p>
<p>6. Printing Work NF had obtained 3 quotes for printing of which Perpetua's is the best. PH to forward to AP. NF and AL are both able to collect the finished work from Newent.</p>	<p>PH</p>
<p>7. Library Exhibition NF to chase contact at the Library about this and also talk to people at the Barrett-Browning building. It was agreed that this is a more visible and accessible location and that, given the reasonable printing prices, we should try to organise 2 exhibitions, in the Library and the Barrett-Browning building.</p>	<p>NF</p>
<p>8. Press Release and Other Communications When a press release is prepared, it should be sent to the Focus before 8th February for inclusion in their March edition. Posters should be produced, as was done for the 1st consultation. NF to ask BB for his 5 templates, which would be useful in the planned emails/letters for both statutory and non-statutory consultees</p>	<p>PH SG NF</p>
<p>9. 1st Consultation Responses NF to send what she has done on the group/individual responses to PH for him to fill in the gaps. On completion, this should go on the website.</p>	<p>NF & PH</p>
<p>10. Next SG Meetings Thursday 20th January at 10:30am</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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Meeting 60 – Thursday 20th January 2022	
Present: PH; NF; AL.	
1. Notes of Meetings 58 and 59 These were agreed.	
2. Consultation Plan PH's Consultation Programme, including a spreadsheet for volunteers to register to help, was agreed. PH to send to Hannah Tettero, all Councillors and members of the WP. PH to forward names to NF who will keep the master spreadsheet. NF estimated that we will need about 8 more volunteers. PH to contact MB, BB, CT and AP about the forms and documents needed for Reg 14, including the Response Form required by MB. She will complete her work over the weekend to have the boards ready by Monday, 24 th January. Links to be sent by PH to MB and BB as soon as they are available. PH also to send documents, correct dates and links to SB for their website.	PH PH PH PH
3. Website Amy Howells had made a number of changes and PH is liaising with her on further updating this week. PH has improved navigation on the website. Topic Papers will be located in more than one section. BB's Supplementary Paper to be looked at by NF and PH for agreement and inclusion as a Topic Paper. SG discussed documents still to go on the website (about 17 in all) to include MB's report on the Issues and Options' responses and its 3 appendices, and a document on group/individual consultation responses. NF to complete this and send to PH to fill in the gaps.	PH PH & NF NF & PH
4. Completion of LVBA CT knows deadline is Friday, 28 th January and is currently proof reading and talking to NF about the figures/maps. SG looked at proposals on footpaths and NF noted need to add the one proposed between near the Tennis Club and the centre of Parkway on the GI map.	NF
5. Printing PH to ring Perpetua and ask AP to place order. This should include ordering two sets of the A3 boards. PH to speak to Librarian in Ross about holding an exhibition at the Library. AL to follow up request for exhibition space at Co-op. PH to organise boards for physical consultation events with Hannah Tettero	PH PH AL PH

Ledbury NDP Steering Group (SG) agenda and actions

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<p>6. Press Release/Other Communications</p> <p>PH to draft press release over the weekend for the Ledbury Reporter, Focus (March copy), website and social media.</p> <p>PH to complete templates for statutory and non-statutory consultees to send to AP by early next week. These emails need to be sent to all businesses and community groups on the lists previously used.</p> <p>NF suggested having a display under the Market House at the time of the Big Breakfast (11th – 13th March).</p> <p><u>Posters:</u> SG agreed need for posters, mainly A4 for distribution as at the last consultation (about 50) and about 10 A3. AP to be asked to quote for both A4 and A3 size.</p> <p>SG also discussed need for hard copies to be left at certain locations (e.g. Council offices, Library, parish church). Parish church also to be asked if they would allow a larger display.</p>	<p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p>
<p>7. Zooms</p> <p>SG agreed dates for 2 zooms: Tuesday, 8th February 5 – 7pm and Wednesday, 23rd February 10 – 12 am.</p> <p>PH to check these zooms can be booked with AP and to use the boards as basis for a Power Point presentation. He suggested this would be followed by time for questions/comments from participants.</p>	<p>PH</p>
<p>8. Next SG Meeting</p> <p>Monday, 24th January at 2:30pm. (to include press release and posters - wording and quotes)</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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Meeting 61 – Monday 24th January 2022	
Present: PH; NF; AL.	
<p>1. Discussion of Consultation Timetable SG discussed the tight timetable including the need to get invitations out to businesses for the planned event on 1st February and the need to get all final documents on the website, including the LVBA. After due consideration, SG decided to postpone the start of the consultation until Saturday 5th February and extend until Saturday 19th March inclusive.</p>	
<p>2. Urgent Actions Required PH to:</p> <ul style="list-style-type: none"> - Check MB's documents and links. - Contact BB with links and comments on the Supplementary Paper. - Update: response form; statutory and non-statutory lists (to include developers); change business event to 8th or 9th February; get response from AP on planned zooms. - Organise where statutory notices go and contact SB with all final documents/information. - Complete templates and send to AP. - Draft press release by Friday 28th January for comments by NF and AL ready to be sent by AP on time next week. - Ask Hannah Tettero for panels for Co-op display (also to be used for Repair Café and other possible venues). <p>NF to:</p> <ul style="list-style-type: none"> - Obtain formal quote for printing from Perpetua and get copy to them by late Friday 28th January. - Ask library to display a hard copy of the NDP and a poster. - Prepare a poster along the lines of the one used for the summer consultation. - Office to be asked to produce 10 laminated copies for outside use and a further 40 copies (AL's distribution list to be used) - Start remaining work on the consultation grid to include ALL responses received before and after the summer consultation. PH to fill in gaps and complete. 	<p>PH PH PH PH PH/NF PH PH NF NF NF SG NF PH</p>
<p>3. Completion of LVBA CT to be asked to complete her edit by Tuesday, 1st February. SG discussed the recommendations on footpaths and NF agreed to contact CT with these ideas and her completed figures/maps. PH to look at LVBA v.3 by Wednesday, 26th January with his comments.</p>	<p>NF PH</p>

Ledbury NDP Steering Group (SG) agenda and actions

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It was agreed to produce 2 hard copies of the LVBA, one to be available at the consultation events and one for filing.	
4. Date of Next Meeting Tuesday, 1 st February 2022 – 2:30pm	

Ledbury NDP Steering Group (SG) agenda and actions

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<p>Meeting 62– Tuesday, 1st February 2022 Present: PH; NF; AL.</p>	
<p>1. Notes of Meetings 60 and 61 These were agreed.</p>	
<p>2. Urgent Actions</p> <p>i) Press Release. This was agreed. AP is prepared to send it out this evening and to Council sites. PH to contact her.</p> <p>ii) Poster. This was amended, agreed by SG and the QR code checked. PH to ask AP to print 50 copies, of which 10 to be laminated.</p> <p>iii) Response Form. In discussion with PH, MB has improved and updated this form. After testing by a couple of residents (before evening of Wednesday, 2nd February), SG agreed that the response form would be fit for purpose.</p> <p>iv) Emails/Letters. SG discussed three lists of contacts produced by PH: statutory consultees and others recommended by consultants; local organisations; individuals/groups consulted at 1st consultation. PH agreed to assess which of the above organisations would receive email A (statutory consultees and others including developers) and which ones would be sent email E (local stakeholders, who we are inviting to consultation events and zooms). AL to forward draft emails (A, C (Severn Trent Water), D (Environment Agency), and E) for PH to update and send to AP with the correct lists asap. Businesses (about 65 on address list) to receive email E as a letter. AP to be asked to print, NF and AL to address and stuff envelopes for 1st class post asap.</p> <p>v) Website. Amy Howells is carrying out the necessary work, to upload documents and remove others as required, with aim to complete all updating by Friday, 4th February pm. Several documents will appear in more than one location to ensure that they can be readily accessed. SG agreed changes to the NDP Updating page. PH to send to AP for uploading and using as a 'news item' on the website home page, Facebook and Twitter pages. Still to upload: Draft NDP; LVBA (and attachments); MB's Issues and Options work (full report, executive summary and appendices 1 and 2) Still to complete: NF and PH to complete record of group/ individual responses to the 1st consultation.</p> <p>vi) Documents to SB. PH had already advised AP of the agreed documents and information to be sent to SB and will confirm and</p>	<p>PH</p> <p>PH</p> <p>SG</p> <p>AL</p> <p>PH</p> <p>NF & AL</p> <p>PH</p> <p>PH</p> <p>NF & PH</p>

1205

Ledbury NDP Steering Group (SG) agenda and actions

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send relevant attachments to AP to meet the deadline of 4 th February.	PH
<p>3. Other Matters</p> <p><u>i) Volunteers</u> NF pointed out that we are still short of volunteers to help, especially with afternoon sessions on the 15th and 16th February and setting up/dismantling on all the dates. PH to re-send request for help from councillors and ask if a member of staff might be interested in helping.</p> <p><u>ii) Collecting from Printers and Assembling Panels.</u> AL to ring printers and arrange collection from Newent as soon as the 12 A2 and 12 A3 posters are available. PH and NF to assemble all panels on Friday 4th February. Panels for Repair Café to be set up at 9:30am on Saturday 5th February in Community Hall by PH or NF. AL to collect at end of session and set up in Co-op foyer on Saturday, 5th February. These boards to be moved as necessary e.g. to Market House during the weekend of the Big Breakfast.</p> <p><u>iii) Publicity/Organisation of Reg 14 Events.</u> NF and AL to organise distribution of posters as soon as they are available. PH to ask AP to set up a 'Have Your Say' board outside the Council Offices in Church Lane. SG discussed supplying refreshments at the consultation events and decided this was unnecessary and probably unwise at the present time. NF to contact the Library about displaying hard copies of the NDP.</p>	<p>PH</p> <p>AL</p> <p>PH & NF</p> <p>AL</p> <p>NF & AL</p> <p>PH</p> <p>NF</p>
Date of next meeting: TBC	

Ledbury NDP Steering Group (SG) agenda and actions

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Meeting 63 – Friday, 25 February 2022	
Present: PH; NF	
1. Notes of Meeting 62 These were agreed	
2. Letters/emails to businesses and statutory consultees PH had sent out most of these but had not received receipts back from a few in particular the Environment Agency.	
3. Consultations Agreed to hold 2 additional events on Saturdays towards the end of the consultation period – the 12 th and the 19 th March in the council offices, panelled room., PH to book the room. NF to create a new poster, PH to ask the Clerk to print and laminated 6 A3s and some A4s. PH to prepare a press release for Monday 7 th March	NF PH PH
4. Consultant Fees MB and BB had been asked to submit invoices CT had submitted a final invoice which PH will query. Invoices are needed before the end of March so that payments can be made from the Localities Grant.	PH
5. Consultation Analysis NF to work on the qualitative analysis of the Issues and options consultation responses. This needs to be put on the website before the Regulation 16 Consultation commences.	NF
6. Website Minutes and agendas for all meetings since the beginning of the process need to be uploaded onto the website.	
7. Date of Next Meeting Monday, 14 th March 2.30 pm	

Ledbury NDP Steering Group (SG) agenda and actions

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<p>Meeting 64 - Monday, 14th March 2022 Present: PH; NF; AL.</p>	
<p>1. Notes of Meeting 63 To follow.</p>	<p>NF</p>
<p>2. Reg 14 Consultation (5th February – 19th March 2022) NF and AL to cover last consultation event on Saturday, 19th March, setting up at 10.45 am. After the event, all paperwork to be taken off the display stands, but kept until the adoption stage and for physical filing. At end of Reg 14 consultation, all remaining posters to be removed and AL to collect stands at the Co-op and return to council offices on Monday, 21st March. Next stage is to take account of all response forms and edit the plan using BB's advice. The application for Reg 16 should allow 6 weeks, probably avoiding the school holidays i.e. it should start on 9th June at the latest. SG agreed the following actions: 1. PH to ask MB to produce a spreadsheet to include all online, paper and word responses if possible. Spreadsheet to comprise columns for policies and response emails and be finished by 4th April at latest. 2. SG to use spreadsheet to make edits and comprehensive recommendations to put to the next WP meeting. As this will require time, SG agreed to postpone the WP meeting until 3rd May. WP members to be advised. 3. PH to ask SB about the deadline for getting all Reg 16 documents to HC on time and if we have to avoid the school holidays. 4. BB to be asked to produce final document by mid-May for this to go to ED&P and LTC at an extraordinary meeting, if necessary. 5. SG discussed the project timeline and NF offered to revise it in the light of the above.</p> <p>3. Town Trail Some residents have pointed out that Policy TR1.1, bullet 3, (improving the Town Trail for better cycling and disabled access to include street lighting) is not compatible with the aim of protecting the Trail as a valued wildlife corridor. SG discussed the issue and agreed that it should be addressed in the edited NDP by changing the wording and looking at an acceptable compromise. This should include considering the Trail</p>	<p>NF & AL</p> <p>AL</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>NF</p>

Ledbury NDP Steering Group (SG) agenda and actions

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<p>in sections, some of which (e.g. between the station and recreation ground) could be lit without serious adverse effects. However, the section between Bye Street and Little Marcle Road is highly sensitive, being home to many protected species such as hedgehogs, newts and slow worms. Current discussions with HC, the landowner, aim both to conserve these species and re-establish others, such as owls and bats. Any proposal to provide lighting for safe cycle/pedestrian/disabled access should therefore use suitable low-intensity, low-level, warmer coloured lighting. Such a scheme should be either a) switch-off from say, 11 pm to 5 am or b) use infra-red sensors that remain dimmed when the Town Trail is not in use.</p> <p>SG to liaise with BB on this issue and discuss possible removal of the word 'street' and addition as follows: "Any improvement, including lighting, should take account of the sensitivity of the Town Trail and the need to mitigate the effects on wildlife. (Footnote: See LVBA section 7.2.120)"</p> <p>4. Individual/Group Responses (1st Consultation) NF to liaise with PH to complete this record by mid-April.</p> <p>5. Consultants' Payments PH reported that the remaining payment to CT had been resolved. Payments from the Localities Grant (to BB, MB and for consultation costs) must be made by end-March. Consultation materials can be claimed, but not room hire and refreshments, which may have to be paid back. NF to send invoice for cost of Zoom licence used and expenditure on maps.</p>	<p>SG</p> <p>NF & PH</p> <p>NF</p>
<p>6. Date of Next Meeting Tuesday, 12th April 2022 – 10:30am</p>	

Ledbury NDP Steering Group (SG) agenda and actions

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<p>Meeting 65 – Tuesday, 12th April 2022 Present: PH; NF; AL.</p>	
<p>1. Notes of Meeting 63 and 64 To follow for agreement.</p>	<p>SG</p>
<p>2. Analysis of Reg 14 Consultation Responses Survey Monkey: PH confirmed that Survey Monkey was switched off a day early, probably because MB was suffering from effects of Covid. However, MB turned it back on during the afternoon of 19th March and all emails and paper responses have been accepted from those unable to access Survey Monkey on that day. SG believes that no one who wanted to respond was unable to do so. BB is preparing a summary of all Reg. 14 responses received for SG to discuss. NF has already forwarded 6 to him. PH to send 5 paper response forms and all electronic ones received asap and by the end of the Easter weekend at the latest. PH also to contact BB about his email of 11.4.22 concerning 2 issues in the Ledbury Town Council Investment Plan: acquisition of employment land no longer needed by UBL and access to the employment land extension. PH reported that Rob Ewing is to have a meeting with UBL about access to the sporting area, either via the area of scrub (closest to the Little Marcle roundabout) or via the existing UBL access. PH outlined three issues which we need to look at and, where raised by Cllr Harvey, recorded on a response form: 1. Road access to the Ross Road, an option which might help in negotiations with the landowner of the proposed playing fields. 2. Extension of the settlement boundary to include Pugh's, the cricket ground and area adjoining and north of the Ross Road. (An individual resident wishes to build a house in her garden (past the rugby club grounds on Ross Road and include this in the settlement boundary). 3. Review of energy policy and SD1.3 on sustainable design in particular. This is required in response to Bloor Homes who are going ahead with installing gas boilers, even though they will be banned by 2025. PH to ask BB about expanding SD1.3 on the type of heating systems advocated to save energy. PH also to ask BB about revisiting the metric for measuring biodiversity net gains. NF to let BB know our proposed programme to have all main and controversial issues summarised for the WP in time for the meeting on 3rd May. Aim is to have a summary by 20th/21st April for SG meeting with BB if possible on 22nd April.</p>	<p>PH PH SG PH PH NF</p>

Ledbury NDP Steering Group (SG) agenda and actions

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<p>NF also to ask MB for her combined online and paper response form analysis in line with these timescales if possible.</p>	<p>NF</p>
<p>3. Review of Timeline Given the large number of Reg. 14 responses and unavoidable delay caused by Covid infection, SG agreed that the timeline should be extended. SB has said that we can consult during the summer school holidays but would need to allow additional time to take account of staff absences and for review of the SEA (2 – 3 weeks). SB added that It would help if they can have a copy with the changes marked – BB is familiar with doing this. NF to revisit the timeline. SG agreed that we need to be realistic, but still aim to get the NDP to Reg. 16 asap and referendum by December/January, if possible. SB to be contacted around end-June to ask about the process for finding an examiner.</p>	<p>NF</p>
<p>4. Individual/Group Responses (1st Consultation) PH and NF are working on these responses. PH agreed to do what he can to complete these asap, dealing first with the Reg.14 responses.</p>	<p>PH</p>
<p>5. Budget PH's 'end of grant' report on how the second Localities grant money has been spent, including some changes to the detail during the consultation, has been accepted by the Localities Grant authority, which is good news. PH outlined work still to be completed and sums due to BB and MB. He shared an up to date budget with the SG which shows there is a potential underspend for LTC to decide on further payment to consultants for work above and beyond original quotes.</p>	
<p>6. Date of Next Meeting Friday, 22nd April 2022 at 10:30am (BB to be asked to attend from 11:30am)</p>	

Ledbury Neighbourhood Development Plan Budget Revision version 2019-2022

As at: 31/03/2022

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	£4,954.00	£-46.00
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 October 21)	£10,000.00	£10,000.00	£0.00
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	£6,569.00	£-3,431.00
Other income	£0.00	£0.00	£0.00
Income totals	£30,600.00	£27,149.00	£-3,451.00

Expenditure

Consultants	Projected spend	Actual spend	Difference
Landscape assessment	£10,000.00	£10,000.00	£0.00
Additional landscape work	£2,600.00	£2,600.00	£0.00
Technical planning	£5,260.00	£2,101.00	£-3,159.00
Additional technical support	£2,440.00	£2,440.00	£0.00
Subtotal	£20,300.00	£17,141.00	£-3,159.00

Consultation - 1st Public	Projected spend	Actual spend	Difference
Leaflet print and delivery	£2,872.00	£2,734.82	£-137.18
Room hire (Assuming not given COVID restrictions)	£100.00	£0.00	£-100.00
Refreshments (ditto re COVID?)	£0.00	£0.00	£0.00
Materials	£150.00	£72.50	£-77.50
Consultant support	£1,940.00	£1,940.00	£0.00
Subtotal	£5,062.00	£4,747.32	£-314.68

Counsulatation - Reg 14 and Reg 16	Projected spend	Actual spend	Difference
Advertising and promotion	£0.00	£104.06	£104.06
Room hire (Assuming COVID restrictions allow)	£250.00	£50.00	£-200.00
Refreshments (ditto re COVID)	£150.00	£0.00	£-150.00
Maps	£500.00	£589.00	£89.00
Materials	£500.00	£156.94	£-343.06
Consultant support	£3,064.00	£1,614.00	£-1,450.00
Subtotal	£4,464.00	£2,514.00	£-1,950.00

Other expenses	Projected spend	Actual spend	Difference
Other expenses contingency	£774.00	£0.00	£-774.00
Subtotal	£774.00	£0.00	£-774.00

Totals	Projected	Actual	Difference
Total income	£30,600.00	£27,149.00	£-3,451.00
Expenditure			
Consultants	£20,300.00	£17,141.00	£-3,159.00
Consultation - 1st Public	£5,062.00	£4,747.32	£-314.68
Consultation - Reg 14 and Reg 16	£4,464.00	£2,514.00	£-1,950.00
Other expenses contingency	£774.00	£0.00	£-774.00
Total expenditure	£30,600.00	£24,402.32	£-6,197.68
Total surplus/excess inc over exp	£0.00	£2,746.68	£2,746.68

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PROJECT TIMELINE (rev 03 March 2022)

Consultation Timetable	March 22	April 22	May 22	June 22	July 22	Aug 22			
LTC Meetings	10 th Planning 31 st Full Council	14 th Planning	12 th Annual Council						
School Holidays		8 th – 25 th			21 st July				
NDP	Reg 14 consultation run by Ledbury Town Council -19 March	Analysis of consultation results and preparation of final draft.	<p>Mid-May (13th?) Final draft document then</p> <ol style="list-style-type: none"> Ledbury Town Council approval of Document Submission to Herefordshire Council and preparation of Basic Conditions and Consultation Statements 	<p>Reg 16 9 June last possible start date (run by Herefordshire Council) – 6 weeks</p>		<ol style="list-style-type: none"> Analysis of consultation results, amendments HC and LTC approval of final document Submission to Inspector 	<p>Examination by Planning Inspector</p>	<p>Amendments in light of Examiner comments</p>	<p>Referendum</p>