

Ledbury Neighbourhood Plan Delivery Schedule

	Stage	Who?	Timescale*	£ (Ex VAT and disb)
1.	Review & advise on scope of plan			
	Undertaken	FTP & WG	1 week	
2.	Identification of Evidence Stage			
	a. Identification of existing evidence b. Evidence gap analysis c. Risk Assessment of potential for missing or inadequate evidence in relation to future proposed policies in the NP Outcome - Production of Evidence Review Report	FTP FTP FTP FTP	2 weeks	£1,250

3.	Building Evidence Base Stage	
	a. Capturing new evidence b. Analysis of existing evidence c. Front-loaded consultation & reporting on outcomes d. Identifying issues to address Outcome - Creation of profiles of the town in the different topic areas	WG FTP FTP & WG FTP & WG FTP & WG 14 weeks £6,150
4.	Development of Vision & Objectives Stage	
	a. Beginning of Sustainability Scoping Report b. Identification of potential housing & employment sites in addition to Core Strategy over next 10 years c. Drafting of vision & objectives Outcome - Production of Vision & Objectives Consultation Document	FTP FTP & WG FTP & WG FTP & WG 6 weeks £2,750

5.	Generation of Policy Options Stage			
	a. Consultation on vision & objectives and sites b. Analysis of outcomes of consultation on vision c. Evolution of Sustainability Appraisal Outcome - Production of Sustainability Appraisal Outcome - Production of Policy Options Consultation Document	FTP & WG	6 weeks	£2,750
		FTP		
		FTP		
		FTP		
		FTP		
6.	Preparation of Draft Neighbourhood Plan Stage			
	a. Community & Stakeholder Consultation on Options & Sustainability Appraisal b. Analysis of consultation outcomes Outcome - Production of Draft Neighbourhood Plan	FTP & WG	12 – 14 weeks	£6,500
		FTP & WG		
		FTP & WG		

7.	Consultation and Submission of Draft Plan and Sustainability Appraisal			
	a. Formal round of consultation – 6 weeks minimum (up to 8) i. Community Organisations ii. Public iii. Other Stakeholders b. Amendments to draft plan based on outcome of consultation Outcome – Production of Final Neighbourhood Plan Submission Document	FTP & WG	8-10 weeks	£4,600
	Totals		52 weeks	£24,000
8.	Independent Examination			
	a. Examiner appointed by the council (with agreement of NHP group) b. Submission to Examiner i. Including map, written statement explaining how plan meets relevant legal requirements & consultation statement	LPA	Dependent on LPA, Examiner and status of Core Strategy	

	ii. LPA carry out final check that it complies with all requirements iii. All affected can them submit further comments which are passed on to independent examiner c. Examiner checks the plan: i. complies with European obligations ii. has regard to national planning policies iii. is in general conformity with strategic policies of Local Plan iv. is compatible with adjoining Neighbourhood Plans v. Contributes to the achievement of sustainable development d. Examiner will likely request written reps rather than a hearing e. Examiner will issue report with one of following recommendations: i. That the draft Neighbourhood Plan should proceed to a referendum ii. That the draft Neighbourhood Plan should proceed to a referendum, subject to certain amendments iii. That the draft Neighbourhood Plan should not proceed Outcome – Plan found to be sound	EXM		
		EXM EXM		
		EXM WG		

9.	Referendum	
	Outcome – Plan is accepted or rejected by the community	COM
10.	Adoption (if accepted by community)	
	Outcome - Publication of Adopted Version	FTP & WG

* Please note all timescales are consecutive and approximate.

LEDBURY NP - Schedule for future & additional work



Key:
 Words in red – additional work for FTP
 Days in yellow – additional chargeable time for FTP

WORK AREA	TASK	WORK REQUIRED	FTP TIME
Vision	-	Draft completed, and agreed on 10.02.15	-
Development Objectives & Policies	Review existing Objectives & Policies	FTP to reissue guidance on Policy Creation	-
		FTP to provide Policy Workshop session for all Policy Group members (9/11/15) – to help the topic groups to formulate policy to ensure consistency with core strategy and ensure robustness. Allow preparation time for workshop 4 hrs plus 3 hrs for presentation/attendance = total 7hr	1 day
	Update Objectives & Policies	- Policy Sub-Groups to review final draft Objectives & Policies in context of Evidence & Consultation Outcomes. (New Sub Group) - FTP to critically analyse emerging adjusted Objectives & Policies	1.5 days

10/02/15

10/02/15

	Agreement of Updated Objectives & Policies	Preparation of a written report for Full Town Council	1 day	Invoice 2278
		Sub-Total	3.5 days	1230
Site Identification & Selection	Review existing Sites	Creation of <u>Site Options Group</u> – FTP to produce guidance note on the necessary actions for the group. And to provide time for questions	1.5 days	Invoice 2278
		<u>Site Options Group</u> to review existing Site Assessments	-	
	Contact Landowners	Land owners of identified sites to be contacted by <u>Site Options Group</u> prior to the next round of consultation.	-	
		Optional further Call for Sites by <u>Site Options Group</u> to ensure landowners have the opportunity to have their site assessed.	-	
	Site Assessment	FTP to assist in devising an appropriate assessment approach based upon sustainability in accordance with the NPPF.	0.5 day	
		<u>Site Options Group</u> to carry out assessments of all sites currently identified.	-	1000
		Sub-Total	2 days	
Agreement of Communication & Consultation Strategies	'Comms & Cons' Guidance	FTP to reissue guidance on Consultation.	-	Invoice 2278
		Workshop by FTP for <u>Communication and Consultation Group</u> members to assist in delivery of robust communication and consultation strategies. Including specific guidance regarding Hard to Reach	1.5 days	

	Objectives & Policies Questionnaire	• <u>Consultation Group</u> to draw up draft questionnaire with FTP as critical friend. Sub Group to organise and co-ordinate printing. Sub Group to consider distribution format and distribute. (Household delivery? Available at Town Council Offices? Consultation Event only? Website? Survey Monkey? Will they be numbered and tracked?) <u>FTP to provide critical friend advice</u>	2 days
	Hard copies of all draft objectives, policies and sites for perusal and to take away	• <u>Steering Group</u> to organise & produce	-
Sub-Total			8 days
TOTAL OF ADDITIONAL WORKS			16 DAYS
Consultation & Outcomes	Organisation of consultation period	• <u>Consultation Group</u> to arrange & schedule.	-
	Hosting and staffing of events	• <u>Consultation Group</u> to arrange & schedule.	-
	Collation and analysis of Consultation Responses	• <u>Consultation Group</u> to collate responses. FTP to advise.	0.5 days
		• <u>Consultation Group</u> to turn responses into raw data. FTP to advise.	1 day
		• <u>Consultation Group</u> to analyse outcomes and provide outcomes. FTP to advise.	1 day
	Production of Consultation Outcomes Report	• FTP to compile Consultation Outcomes Report which will provide an overview of the consultation period, provide a summary of the responses and provide some conclusions to the community consultation -	2 days
	Adjustment to objectives & policies	• <u>Policy Sub-Groups</u> to review & suggest changes.	-
			-

	accordingly	- FTP to offer critical advice on appropriateness of said changes. Inclusion of various exchanges/ back-and-forths <u>Policy Sub-Groups</u> to adjust Objectives & Policies accordingly. <u>Site Options Group</u> to determine. <u>Site Options Group</u> to undertake. - FTP to provide advise & support and critical friend overview - <u>Site Options Group</u> to select final site allocations in readiness for public consultation. - FTP to critically analyse selections - 1/2 day	1 day
	Identification of preferred site options		-
	Undertake Viability Assessments of preferred sites		-
	Selection of final site allocations		1 day
		Sub-Total	7.5
Production of Draft Plan	Production of Draft Plan document from Vision, Objectives and Policies worked up by the Steering Group	FTP to produce Draft Plan Framework.	1 days
		<u>Policy Sub-Groups</u> to give extensive input into the content and format	
		FTP to produce draft plan document based on this feedback.	2 days
		<u>Policy Sub-Groups</u> to suggest alterations & agree final document.	-
	Production of Site Allocations document	<u>Site Options Group</u> to lead. FTP to provide support and critical analysis.	1 day
		Sub-Total	4 days
Formal Consultation on Draft Plan (Reg. 14)	Publicity	<u>Communications Group</u> to undertake publicity drive.	-
	Display boards explaining evolution of the	<u>Consultation Group</u> to provide text and FTP to	1 day

Consultation; 6 weeks)	Plan	prepare and manage production/ printing etc.* -	
	Display boards detailing example Objectives & Policies	• <u>Policy Sub-Groups</u> to provide text & ideas and FTP to pull together & produce.	1 day
	Display boards detailing the draft Site Allocations	• <u>Site Options Group</u> to provide text for each site. FTP to obtain maps & produce display.	1 day
	Maps detailing policies, sites etc.	• FTP to provide large base maps. <u>Policy & Sites Groups</u> to add sites, relevant features etc.	0.5 days
	Draft Plan Questionnaire	• <u>Consultation Group</u> to produce draft questionnaire. FTP to provide critical friend analysis.	0.5 days
		• <u>Consultation Group</u> to organise printing & distribution through the NP Clerk	-
		• <u>Consultation Group</u> to distribute & collect	-
		Sub-Total	4 days
	Analysis of Draft Plan Consultation Outcomes	Collation and analysis of Consultation Responses	• <u>Consultation Group</u> to collate responses.
Production of Consultation Outcomes Report		• <u>Consultation Group</u> to turn responses into raw data.	-
		• <u>Consultation Group</u> to analyse outcomes.	-
		• FTP to advise	1 day
		• FTP to produce Draft Plan Consultation Report.	3 days
Adjust Draft Plan accordingly		• <u>Policy Sub-Groups</u> to suggest changes.	-
		• FTP to offer advice on appropriateness of said changes.	2 days
		• <u>Policy Sub-Groups</u> to decide on final changes.	-
		• FTP to adjust Plan accordingly.	1 day
Identification of alterations to Site Allocations		• <u>Site Options Group</u> to determine. FTP to offer critical advice.	1 day

Sub-Total		8 days
Submission to Herefordshire	Production of Submission Document	FTP to produce Submission Document.
	Submission to Herefordshire Council	Communications Group to organise submission of Plan and all relevant documents to Herefordshire.
Sub-Total		4.2 days
TOTAL BALANCE AS PER ORIGINAL DELIVERY SCHEDULE FROM AND INCLUDING STAGE 5		27.7 days

NEIGHBOURHOOD PLANNING BUDGET 2015-16

ORIGINAL FT SCHEDULE	Quoted	Paid	Time
Stages 1 & 2	1,250	1,250	3 weeks
Stage 3	6,150	6,150	14 weeks
Stage 4	2,750	2,750	6 weeks
Stage 5	2,750		6 weeks
Stage 6	6,500		12-14 wks
Stage 7	4,600		8-10 wks
TOTALS:	24,000		52 weeks

25/11/2016

NEW FT SCHEDULE	Quoted	Outstanding	Spent	Days	@	£500/day
Stages 1 & 2	1,250.00		1,250			
Stage 3	6,150		6,150			
Stage 4	2,750		2,750			
Stage 5	2,750	2,750				
Stage 6	6,500	6,500				
Stage 7	4,600	4,600				
	24,000	13,850		27 Days	500	13,850

ADDITIONAL REQUIRED TO ORIGINAL SCHEDULE:

		Days	@	Total
Vision:	FTP to reissue guidance			
Review Ext.	Policy Workshop Session (9/11/15)	1.5		
Update Pols	analysis of Obs & Policies	1		
Ag't of O & P	Prep of Report	1		
		<u>3.5</u>	500	1,750
Site ID & Sel	Site Option Groups	1.5		
	Assessment Approach	0.5		
		<u>2</u>	500	1,000
Comms	FTP to reissue guidance			
	Workshops	1.5		
	FTP advice on compliance	1		
		<u>2.5</u>	500	1,250
Obs & Pols	Consultation Boards			
	FTP Pull together material from groups			
	FTP design & produce boards			
	FTP provision of maps & images	6		
	Consultation Group - draft questionnaire	2		
		<u>8</u>	500	4,000
Meetings	10/11/2015	5		
	24/11/2015	3		
	08/12/2015	5.5		
	LTC	1.5		
	Policy SGs	6		
	6 x 2 TBA	12		
	33 hours			
		<u>4 Days</u>	500	2,000
TOTAL ADDITIONAL SPEND OVER ORIGINAL 2014 SCHEDULE:				10,000