

Ledbury Neighbourhood Development Plan Revision 2021:

Consultation support

Proposals are invited for support with public consultations to be held on the revision of the Ledbury Neighbourhood Development Plan (NDP).

1. **The objective** of this work is to devise and operate a consultation on the proposed revisions to the Ledbury Neighbourhood Development Plan and to analyse and respond to comments.

2. Scope of the Consultations

The revised NDP will be subject to three public consultations:

- The first will focus on the principles of proposed changes and in particular the proposal to draw a boundary around the settlement. The intent is to consult all residents and businesses in the NDP area as well as statutory consultees.
- The second is the statutorily required Regulation 14 consultation and will consult on the draft Neighbourhood Development Plan.
- The third is the statutorily required Regulation 16 consultation and will consult on the final draft of the NDP.

3. Scope of the consultation support work

The consultant will advise on the timing and content of consultations. In particular with regard to other consultations, elections, town events, public and school holidays which may affect the timing.

The first consultation will be held in April/May 2021 under Covid 19 restrictions. Support is required:

1. to advise on methods of consultation suitable for use under Covid 19 conditions;
2. to write and design consultation materials including questionnaires ;
3. to advise on methods to be used to enable and encourage as wide a range of the public to comment as possible;
4. with volunteer help, to collate, analyse and report on consultation responses (including producing graphic representations of responses).

The second (Regulation 14) consultation it is hoped will be held once Covid 19 restrictions have been relaxed and public meetings or exhibitions can be held. Support is required:

1. to advise on methods of consultation (exhibitions, meetings, online surveys etc);
2. to write and design consultation materials including questionnaires;
3. to advise on methods to be used to enable and encourage as wide a range of the public to comment as possible;
4. with volunteer help to collate, analyse and report on consultation responses (including producing graphic representations of responses).

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The final (Regulation 16) consultation will be organised and designed by Herefordshire Council support is required to collate, analyse and report on consultation responses (with volunteer help) including producing graphic representations of responses.

The consultant will work with other consultants contracted for the project as well as volunteers and report to the NDP Working Party and Steering Group and ultimately Ledbury Town Council. The consultant should also expect there is likely to be some coordination of this work with other community projects being undertaken by Herefordshire Council which relate to Ledbury and which have some spin over into NDP issues.

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