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| **Meeting 57 – Tuesday, 4th January 2022**  **Present: PH; NF; AL; MB.** |  |
| **1. Discussion with MB**  SG discussed the draft consultation boards which MB had produced for display at the Library and use at consultation events. During the discussions, MB edited the text and maps used. Formatting and adding links, photos and additional maps to follow a.s.a.p.  Urgent Actions Agreed:  PH to discuss a possible change to the town centre map with BB and then inform MB of the outcome.  PH to send David Sparrey’s photos to BB, CT, NF, AL and Amy Howells.  NF and AL to agree photos needed by MB: a photo of Church Lane or High Street; an important view and a photo to include under Leisure (selected by PH).  NF to send MB jpegs of Maps 6 and 7 for inclusion in her work.  PH to provide webpage address needed by MB.  PH also to check with AP that she is happy for her email to be used for contacts from the public. Also to discuss with her implications (including hours) of the planned consultation events.  MB to send edited version of the draft boards, as discussed at this meeting. MB also to send finalised Response Sheet (as discussed and agreed at SG meeting 56) for use in this round of consultation.  PH to send all relevant papers (including MB’s boards, Response Sheet and final LVSA) to AP by 7th January for LTC meeting on 13th January. | PH  PH  NF & AL  NF  PH  PH  MB  MB  PH |
| **2. Printing**  NF to get 3 quotes (5th January) for printing the boards for both the Library and consultation events. MB recommended PIP printers in Hereford for their speed of delivery. | NF |
| **3. Organisation of Consultation Programme**  NP was very concerned about the difficulty of starting consultation as planned on 17th January. There has so far been no response to the request for volunteers to help with the consultation events, making it impossible to commit to the dates planned.  PH to ask for volunteers at forthcoming LTC meetings and also at next WP meeting. Phone calls to individuals might help.  Urgent Actions Agreed:  Website: PH to get all relevant up-to-date files to AP a.s.a.p  Consultation Locations: NF to ask if the Library will accommodate the consultation boards. If not, PH to contact the Barrett-Browning building.  Display under the Market House on a daily basis is possible, but probably impractical.  Press Release (social media and other communications); PH to draft a press release to be sent on 11th January and agreed by SG on 10th January.  E-mail list to be used to invite businesses to consultation event on 1st February and to book ‘slots’. Traders’ Association members to be contacted separately.  Letter to be sent to all community groups to invite them to attend the public consultation events.  Statutory Consultees: List provided by SB and BB to be used to contact on about 14th January, in advance of the consultation period. | PH  NF  PH |
| **4. Agenda for WP Meeting on 11th January**  Papers need to be with AP by 6th January, again requesting help with the consultation events.  Papers to send: notes of SG meetings 54, 55 and 56; the latest version of the NDP; final LVSA; MB’s consultation boards and Response Sheet. | PH |
| **5. Discussion of Outstanding Issues (BB’s Work)**  Urgent Actions Agreed:  In addition to discussing a possible change to the town centre map, PH to contact BB:  a) to confirm wording on employment land at viaduct site.  b) to send photos from David Sparrey  c) to confirm that the list of Heritage Related Assets and updated statistics do not need to be referred to in this draft but should be added at Reg 16.  NF and PH to comment on BB’s supplementary paper a.s.a.p. | PH  PH  PH  PH & NF |
| **6. Next SG Meetings**  6th January 2022 at 10:30am (with CT at Malvern Hills Hotel)  10th January 2022 at 11:00am |  |