



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES - CHURCH STREET - LEDBURY
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20 May 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 **Tuesday, 25 May 2021 at 6.30 pm** for the purposes of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via zoom (a link to join the meeting will be sent out by the Clerk prior to the meeting)

Yours faithfully



Annie 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 NDP WP meeting held on 27 April 2021 (Pages 544 – 558)**
4. **To receive the notes of the meeting of the NDP SG meetings held from 22 April to 14 May 2021 inclusive: (Pages 559 – 583)**
 - a. NDP SG notes of meeting no. 33
 - b. NDP SG notes of meeting no. 34
 - c. NDP SG notes of meeting no. 35
 - d. NDP SG notes of meeting no. 36
 - e. NDP SG notes of meeting no. 37

Includes a Word document also attached capturing Council and WP Issues paper feedback and responses.

6. **Update on final versions of consultation documents:**
(Page number 584 – 640)
 - a. Issues and options report v10
 - b. Issues leaflet v10
 - c. Issues questionnaire v10
 - d. Communications and consultation plan v8

7. **Update on public consultation activity and timescales**
(Pages 641 – 643)
 - a. NDP public consultation detailed planning 2021 project plan
 - b. Printing of leaflet and questionnaire - quotes and order placed
 - c. Setting up the questionnaire on line
 - d. Envelope stuffing of 6,700 leaflets/quest (help needed)
 - e. Data entry of physical questionnaires returned (help needed)
 - f. Consultation with groups and organisations (help needed with formal interviews)
 - g. Physical activities towards the end of the consultation phase (help needed)

8. **Update on grant applications, funding and up to date budget v130521**
(Page number 644)

9. **Update on filing including website and consultation content**

10. **MHCLG Spring 2021 NDP Newsletter** (Pages 645 – 651)

11. **Dates of future meetings**

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

Dates of future meetings (6.30pm Tuesday 22/06/21 and 20/07/21 already agreed)