

## 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). WP = Working Party

Office: Angie Price (the Clerk, AP)

Action colour code: Red = still to do

<b>8<sup>th</sup> Meeting Tuesday 24<sup>th</sup> March 2020 – catch-up on the phone; present PH, NF apols from AL</b>	Action
<b>Website</b> – NF now working with office to hopefully get all WP meeting notes and agendas up by the end of the week so it can then be ‘launched’. PH confirmed to NF that first meeting of the new WP was 21 <sup>st</sup> November 2018	NF
<b>Project timeline</b> – NF to update this week to include first consultation now likely to be in September 2020 and at Reg 14 by March 2021	NF
<b>Employer’s letter</b> – agreed no point in sending yet while on COVID lockdown, review end of April	SG
<b>CT invoicing</b> – PH agreed with Clerk invoice of one third of budget OK to invoice now and CT advised	Done
<b>WP updates and approval if not holding meetings</b> – agreed review all work discussed today at the end of week and PH review with Clerk with a view to sending update email to all WP and task group members at the end of the week – update on website, SG progress, project plan, comms and consultation plan, work plan timelines	PH/NF/Clerk
<b>Next meeting:</b> agreed be in touch by phone when required	
<b>7<sup>th</sup> Meeting Monday 18<sup>th</sup> March 2020 – present PH, NF apols from AL</b>	Action
<b>Website</b> – been agreed LTC office now update the existing NDP website on the LTC website after Council decision not to pay for a separate site. NF to work with office administrator to give her the info (initially agendas and notes of meetings from formation of the current NDP WP) to upload. A menu system is envisaged – target to get set up and all agendas/meeting notes on the website is 31 <sup>st</sup> March (tbc with the office). PH to confirm to NF which meeting is the official first one for the current WP.	See above
<b>Project timeline</b> – although despite cancelling LSCA workshop we feel work can currently carry on to schedule with people working at home and submitting info/reports to Carly and Bill, the coronavirus pandemic actions will almost certainly mean planned public consultation for June 2020 will not be possible, pushing it out to September 2020 because of holiday period. This means a delay to Reg 14 of two months probably (to March 21?). Project plan to be updated	See above
<b>Social media</b> – need to review getting it up and running, after website in place and comms plan updated discuss SM platform strategy and setting up, target April to agree, discuss in meantime, email all early April after LSCA work done for any input into setting up and posting to different sites.	SG
<b>Employers letter</b> – now have version agreed by SG to send to list of cos (approx. 40/50 mix of large and small) we have addresses for, ask office if they can post to spreadsheet of addresses we will supply by end of the week.	SG/NF and see above re timeline

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<b>Managing WP updates and approval if not holding meetings</b> – agreed need to send regular updates to WP members for approval of work/decisions on work done by SG etc, PH to agree process with LTC clerk.	See above
<b>News release on website up and running and invite questions</b> - comment or input on the NDP – aim to draft and send first week in April (to appear eg. in Focus of May – NF call to confirm copy date?)	PH/NF/Clerk
<b>Meeting with Carly 10/3 with PH, NF, AL</b> – discussed progress and actions needed: need to ask LTC clerk how and if CT and invoice (one third of work?).	See above
<b>Also as outcome from CT meeting</b> , she advised we need to meet with educators. SG recognises need wider review of who we should be consulting even if not responded to us yet, need to show we have made proactive efforts to agree consultations with key groups. SG to share their thoughts on groups, produce list and then invite WP to comment/add to it and volunteer to contact any on on the list. PH to update ambassadorial form from previous NDP. NF to investigate from previous NDP the visits list if possible, if not we need to produce one. Aim to send to WP by mid-April	PH/NF
<b>Date of next SG meet/update (meeting or by phone?) – Tuesday 24<sup>th</sup> March 9am-11am</b>	
<b>6<sup>th</sup> Meeting Monday 9<sup>th</sup> March 2020 – present PH, NF, AL</b>	Action
<b>Landscape Architect</b> fees, hours, timescales to discuss at meeting with Carly at 2.30pm on 10 <sup>th</sup> . <b>PH to see if Clerk can attend.</b> Also discuss publicity for the project and reporting back to Working Party about involving others.	Done
<b>Workshop on 18<sup>th</sup></b> discuss workshop, the agenda and purpose with CT. Formally confirm with Working Party and Task Groups date, agenda.	Not held
<b>Website</b> – decision to go with existing Council page – there will be resource within Council to do it including uploading all documents, including NF introductory text. Therefore no need for budget. Need to get most recent minutes and agendas on the website asap. <b>NF to liaise with Council staff about which documents should go on.</b> Info about Steering Group and Working Party. <b>PH to give NF minutes and agendas so far. PH to check with AP when Council staff will be able to start work.</b> April 3 <sup>rd</sup> meeting with HC to confirm which documents should be uploaded (Now cancelled, to be rearranged after the COVID pandemic).	See above
<b>Confidentiality Agreement form</b> – Agreed version AP has produced. AL to bring copies for everyone to sign at beginning of Workshop. Permissive letter also to be available. <b>PH to agree Declaration of Agreement form with Clerk and update contact form with tick columns for Confidentiality Agreement and Declaration of Interest form.</b>	PH/Clerk
<b>Launch</b> and other publicity to be discussed at next steering group meeting in light of website progress.	See above

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<b>Letter to Employers</b> – to everyone on retail parks and out of town employers. AL's amendments agreed. <b>NF to ask Deputy Clerk for mailing list for business rates mailing list.</b>	See above
<b>Employers - direct contact</b> if possible to be made with Heineken, Davant, Amcor, Galebreaker, owner of land on trading estate. <b>NF to get contact details for Heineken and go back to IJ once letter has gone out suggesting he contact Amcor, Davant, Galebreaker and owner of land on trading estate.</b>	PH/BB/IJ
<b>Design Guide</b> As IJ/PN have not come back with changes BB is going to proceed and result back to working party. NF to contact IJ re this give him a deadline end of next week and then back to BB go ahead. NF to ask BB when he envisages bringing draft consultation to Working Party. Will need to go to ED&P in May and full Council in early June.	Done
<b>Communications and Consultation Plan.</b> Add in – 'consider using a drone to illustrate LSCA'. PH to update by steering Group meeting week commencing 23 <sup>rd</sup> March.	PH
<b>Funding</b> – PH to chase Dave Tristram (HC)	PH
<b>Filing</b> – NF to type up PH suggestions for physical filing system. And agree with office where they should be located. Ask AP for lever arch files.	NF
<b>Project Plan</b> – need to check project plan with Sam Banks (HC) at meeting on 3 April. <b>NF to attend 3 April meeting</b> (Cancelled – see above)	See above
<b>BB</b> – let him know he can request a meeting with Steering Group to check progress/get info at any point.	Done
<b>Date of next meeting</b> – 18 <sup>th</sup> March 9 - 11	
<b>5<sup>th</sup> Meeting Wednesday 4<sup>th</sup> March 2020 – present PH, NF, AL and to BB (who came for an update)</b>	Action
BB raised a series of questions: <u>Site allocation and settlement boundary</u> – do you include employment and recreation sites in settlement boundary? Could employment site be used for housing if employment doesn't come forward? Not if the nearby industry is an unfriendly neighbour. <b>Agreed</b> need to meet with Heineken to find out what their plans are, NF to find out if Nick Fish has contact, then BB to ask Nick Webster HC re contact at Heineken.	Done
<u>Employment sites</u> Foxley Tagg's work is quite comprehensive and useful. We will update in terms of landscape sensitivity NF to ask Tracy for access to Dropbox and for Foxley Tagg site assessment and call for sites report. 2 <sup>nd</sup> NDP did a call for sites and only assessed those that came forward. No separate assessment for employment/housing/leisure. Small group then investigated 10 sites for employment plus some others and Foxley Tagg advised. So we can use this work. Core Strategy includes 12 ha site S of Little Marcle Road but this is not set in stone and could be delivered via a number of smaller sites, however a larger site is easier to deliver and use? V. few developers will deliver	NF/PH/BB

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employment land in this area –funds will need to come from the LEP/HC or Heineken. Again need to speak with Heineken and then Herefordshire Council (HC). Future housing growth ought to depend on employment growth, should be some onus on housebuilders to ask them to do something about employment. Useful to meet with HC to see if there is a mechanism to deliver employment. .	
<u>Viaduct site</u> is B1 what we want or do we want other criteria in relation to that – what about design issues? <b>Agreed</b> policy on design of employment development should be developed. BB to put proposal together. BB Landscape policy and landscape schemes can also be included in design guide.	BB
<u>Smaller employment areas</u> – do we want a policy? Eg restricting to B1 use in residential area where working from home may impact adversely on neighbours/amenity. BB to draft.	BB
<u>Housing growth</u> is over and above what we expected do we need extra employment land (require employers to contribute) Bring up at HC meeting.	SG
<u>University site?</u> Business incubation centres in market towns in HC Economic Strategy – to include in discussion with HC. Bundle employment land/incubation units/university – discuss with HC	SG
<u>Primary and secondary shop fronts</u> as in current NDP should not change.	None
<u>Town Centre</u> – a couple of existing policies refer to town centre but it is not defined – <b>Agreed</b> we should just define it as including primary and secondary shop front area.	BB/SG
<u>Tourism</u> – NDP only mentions touring and caravanning, should other activities be included? Hotel, facilities for coach parties – parking, restaurants. Need insight into visitor attractions – couple of paragraphs – what is needed, opportunities and things that need protecting.	PH/TE/IF?
<u>Agriculture</u> – is there a need for policy covering this eg polytunnels, intensive livestock farming, renewable energy – scale of operation – community-led. P Kinnaird has produced a paper on this PH to forward to BB	PH
<u>Recreation</u> – HC report highlighted two deficiencies: one rugby pitch, all football pitches. Is rugby problem solved when football is solved? <b>YES</b> . N Fish has a plan – what football needs. Evidence needs to deliver a robust assessment of acreage needed and delivery mechanism as examiner will challenge. <u>Outdoor Sports Investment Plan</u> – what is this? <b>Agreed</b> ask Ruth Jackson, HC to be part of the meeting with HC.	PH/TE/IF Nick Fish
<u>Meeting with HC</u> re all this asap but after meeting with Heineken. Also cover S106 monies, sporting facilities, youth facilities.	SG
<u>Meeting with Heineken</u> asap – PH/Nick Fish/BB	See above
<u>Letter to Employers</u> AL to re-draft. SG to look at Ian James proposal to only approach large employers – probably needs to go to all non-retail employers	See above

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<u>Nick Fish</u> is producing a history of Swifts and Business Plan for combined football facility. NF to chase	NF
<u>Playspace</u> any identified deficiencies? No	None
<u>Cycle and Footpath Links</u> – any proposals?_Wellington Heath, Dymock, Parkway footpath links aspiration. Safe routes particularly for fruit farm workers on Little Marcle Road and Beggars Ash	PH/TE/IF
<u>Allotments/Community Gardens</u> – any demand for? Haygrove is looking for land for community gardens. Re allotmentsTown Council hasn't said it's looking for any land for this. BB, you wouldn't necessarily ask for allotments on new sites but instead bigger gardens.	PH/IF/TE
<u>Services?</u> Medical facilities enabling policy to be included based on evidence to be provided by Surgery Manager Julie Knights - PH to ask Julie when to expect this. Youth centre is also a priority. Parish meeting end March to address youth facilities issue. HC to look at possible site also LTC to look at asset with a view to using them. Combined fire/ambulance/police – next iteration of plan.	PH
<u>Website</u> NF needs feedback re text/images/appearance checked.	See above
<u>Design Guide</u> – Agreed BB to work on integrating existing design guide into NDP policies – NF to contact Ian James to suggest he contacts BB direct if he has any changes he wishes to make.	Done
<b>Next meeting Monday 9<sup>th</sup> March 9 – 11</b> <b>Meeting with Carly Tinkler</b> Malvern Hills Hotel, 10 March 2.30	
<b>4<sup>th</sup> Meeting Wednesday 25<sup>th</sup> February 2020 – present PH, NF, AL and to IJ (Ian James) who came to discuss Design Guide issues relating to incorporating it into NDP policies</b>	Action
Design Guide – NF to give BB contact details to IJ for him to discuss what 1. how to use schedule of Design Guide contents BB has produced to incorporate into the NDP and 2. if any changes/additions are needed to the existing Design Guide sufficient to update NDP policies with Design Guide content (may only need a few paras change to residential, employment – may need more info for this and retail)	See above
Employment – IJ will relook at the whole subject of employment areas and if/how we identify 12ha of land, agree we need to talk to all employers and he will follow up on the introductory letters (NF to send to all again) to contact people, (use local rates list to identify companies). Land forming part of Lower Road ind estate adjoining plastics factory (Amcor, Davant also an employer in the area) clearly available for development. IJ will talk to John Goodwin for any input he may offer. SG to find someone to help him do this work. BB?	See above
Definitions – agreed we need to include these in the plan eg. how is the Town Centre defined?	None
Website – decision made to go with Square Space as recommended by Cllr Vesma, NF and AP already working on it to set up pages. Need process to	See above



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now put in place – set up relevant pages, content structure (template? relate to physical filing system and how we input content). Aim to show to NPD meeting 2 <sup>nd</sup> March	
Budget issues such as website cost say £15 pm, put in budget for 24x this amount for this version of the NDP = £360, also need to budget for other support such as social media support, put in budget of say £1,000 and discuss with AP how we can use this as needed (such as reimbursement of expenses like NF paying for website). NF to ask CT for an updated fee forecast to end of current study period (ie, to end June 2020)	Done
Review Ambassadorial meeting template used for last NDP with a view to be used for eg. employer meetings template	PH
BB needs Word version of NDP. NF to get Publisher version from Angie Price and convert to Word and forward to BB	NF
<b>Next meeting</b> Weds 4 <sup>th</sup> March 9-11am	
<b>3<sup>rd</sup> Meeting Wednesday 19<sup>th</sup> February 2020 – present PH, NF, AL and Bill Bloxsome to provide input into work being done/needs to done for the current plan and in particular to refine and put more detail on the project plan and timescales</b>	Action
BB feedback on sports and recreation assessment and football in particular and PH reported on meeting that had been held between him and the Town and Swifts football clubs and the Ledbury Sports Federation on producing that assessment on what they need as a combined facility including other sports to be included – BB comment that we do need continue this process bringing all sports together and produce a report/plans that have to be realistic comparing what is needed to what is actually possible. He has a lot of expertise in this area to help do this, Agreed once the report from meeting has been produced share with BB and agree next actions to progress the whole matter of sports and recreation in the town for the NDP.	PH/BB
Community gardens, allotments and pocket parks/gardens and play spaces, informal sports facilities, new cemetery etc – need to liaise with other sports groups and community organisations as input, meet with Haygrove re community gardens ideas, meet with allotments people, need to capture list and maps of current green spaces (inc very small ones in developments), and play areas that exist around these developments. Need to ensure we work with CT and the groups to make sure all this is covered.	NF/CT
New developments & design guide – BB advised quantity and quality of open spaces and garden spaces was important to incorporate in new developments in the NDP and using the design guide to document this. Take relevant elements of current design guide and incorporate into the NDP policies as already agreed. This can be developed as we go but need to keep this principle as the guiding light for policy development. BB advised process is define the policies first, then review how and if the	None

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current design guide can be incorporated and where. Advised we should review design guide ourselves to judge if we need anything added.	
Agreed need Design Guide specific meeting to decide on options in email PH had sent to PN and IJ for their advice. Agreed invite them to the next SG meeting on 25/2 (or anytime 26/2 inc an evening) to reach a decision to recommend to the NDPWP.	Done
Industrial development matters – Heineken area and their plans are critical to decide on development options for around their land and nearby land being explored for sport so vital to understand this – PH to ask Nick for any Heineken contact as already agreed to hopefully set up a meeting with them and BB.	See next SG notes
Also need to find out more on waste land on west end of Lower Road trading estate and next to Leadon Way on plans for development to see if it can be incorporated in our 12 ha of employment land we have to identify for the core strategy.	Done
Agreed need to write as for the community groups (adapt that letter as a template) to all employers (none retail – liaise with Traders Association for retail) for input with the aim of liaising/meeting with them and major employers in the area in particular for their plans and ideas. Agree at next SG	See above
Project plan update – NF and BB have already updated with detail; shows that Aug 2021 may be the earliest practical adoption month! Timescale now: LSCA complete by mid-June/late June, consultation start prep early May for consultation start mid-June for 2-4 weeks(?), BB completes first draft of NDP end May to use for the consultation, edit feedback to complete first full draft, July to end August, then to HC to produce SEA by end Sept (depending on LTC approvals timescales), Reg 14 consultation 6 weeks from early Oct 20 to mid Nov, rewrite during Dec to finalise to HC by end Dec subject to LTC approval times. Then need Jan to July for rest of process allowing for compulsory consultation and update, referendum etc. Some minor edits needed on this updated project plan to then present to next NDPWP on 2 <sup>nd</sup> March.	Done
Action for future SG in next few weeks: walk around the town re green infrastructure and active transport links aspirations/ideas such as a Wellington Heath link (previous work done by PH), Dymock link along line of suggested canal restoration route (as discussed with Dymock NDP) etc	SG
Website – NF got 3 quotes but AP (clerk) advised Councillor Vesma may have option for a free site and to ask for his input, PH to contact him to arrange meeting already planned to include a decision on website (NF to be there if poss for that discussion) recommended route in order to get WP recommended decision on latest 2/3 to start work.	See above
Agreed urgent news release on progress to date, now gathering evidence for the LSCA and public input sought – ideally needing to out within 4 weeks (original plan by 9th March to allow time for website to be in place!) now needs to be extended by up to 2 weeks to end of March. Note from last meeting – agreed posters suggested not now needed at this point.	See above

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Storage and filing – SB advised Dropbox not secure so recommend to WP not to use but rely on website and physical filing only. System still to put into place, after discussion with AP agreed need process in place to enter on to website etc to ensure AP approval, inc filing structure recommendation.	NF
<b>Next meetings:</b> 9-11am Tuesday 25 <sup>th</sup> February if PN and IJ free to come to discuss Design Guide, if not ask if they are free for any time Wednesday 26 <sup>th</sup> inc evening. Then 9-11am Weds 4 <sup>th</sup> March for planned connections 'walkaround' to include BB	
<b>2<sup>nd</sup> Meeting Monday 10<sup>th</sup> February 2020 – present PH, NF, AL, also Christine Tustin (CTu) as a visitor and Maxine Bassett (MB) to help with comms plan update</b>	Action
NF advised DF not able to devote time to project plan so take off the SG please. Agreed project coordination now as BB to work with NF to keep updated; BB to advise/do sanity check on how we are going/need to update plan. NF to actually update spreadsheet and advice SG on actions needed etc. A3 printout needed for meetings.	Done
<b>Update of communications plan and related issues</b> Agreed the NDP website is urgent priority to put in place, and agreed should be the NDP stand alone with a link to the Council website and not an integral part of it. NF getting 3 quotes for registering the domain name, webhosting, and setting up simple website for us to (probably) update ourselves. By ED&P meeting 13/2/20 if possible.	See above
Need urgent news release on progress to date, now gathering evidence for the LSCA and public input sought – ideally needs to out within 4 weeks (by 9 <sup>th</sup> March to allow time for website to be in place!). Circulate to: Ledbury Reporter, Hereford Times, on the website, social media (Facebook pages, twitter, Instagram, young person's site they use to get their engagement – these pages need setting up if not already in place), + posters? PH to draft for approval of NDPWP meeting 2 <sup>nd</sup> March	See above
Online and physical storage of information, need template for these: NF to contact Sam for advise on structured filing system and how this could be adapted for online storage and access – is Dropbox ok to use or not? How to differentiate between publically accessed info and security of info such as from landlords/owners of land that the examiner might need to see but not the public.	See above
Need to agree a picture naming convention for all LSCA and other pics inc views pics in order to refer back to documents referencing them. Agreed to advise groups all photos to be in the format: initials, reason for pic (SG agreed these should be as below) general location.  Reason code suggested (by topic group): LU – Landuse (as is it used currently, or could be for some other use - put use now or could be in future into the name such, as for sport in future) VW – Views (consider attractive and should be maintained)	NF/CT



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Examples: PHVW top of Leadon Way looking south pic A Or: PHLU sport off Little Marcle Road looking south pic A	
Comms plan doc PH send to MB and CT for any other input/notes they have on updating it, PH to then update then pass to BB and SB for approval and confirmation it meets requirements with aim of new updated plan for meeting 2 <sup>nd</sup> March.	See above
<b>Next SG meetings</b> 9am-11am Weds 19 <sup>th</sup> Feb and Tues 25 <sup>th</sup> Feb (meeting room booked) - ask BB to come to 19 <sup>th</sup> if poss to update timeline, ensure it has the extra detail needed to be clear on actions needed by when, inc critical path (CP) dates.	
<b>1<sup>st</sup> Meeting Friday 31<sup>st</sup> January 2020 – present PH, NF, AL</b>	Action
<b>Carly's suggested outside limit map for settlement boundary</b> consideration by WP members for feedback to her by 31/1/20: input from Nick Fish to amend outwards to the west for sport/employment, input map from Ian James and Paul Kinnaird with other suggested south west extensions for employment/sport and a suggested extension from Bill Bloxsome passed direct to Carly were the only suggestions – all passed on to her for review and amendment/final decision on where the limit should be for evidence gathering. NF to send her the maps and Ian/Paul additional notes when they arrive.	Done
<b>Permissive letter</b> – produced and signed by the Chairman/Mayor and 25 copies produced. AL, NF and PH took copies, rest left in the Mayor's office pigeon hole for collection by relevant LSCA task group members as needed. Master copy also in the pigeon hole should more copies be needed. Include reference for only to be used for the NDP in the confidentiality agreement.	Done
<b>Need to produce confidentiality</b> agreement (NF & PH to suggest/find other template docs that can be used to develop one. <b>Declaration of interest form</b> to be derived from Councillor version by the clerk and PH. Target date to have for signing by all WP and task group members, next meeting 2 <sup>nd</sup> March 2020 latest	See above
<b>Design guide (DG) progress</b> – awaiting confirmation from Paul Neep (PN) and Ian James (IJ) whether or not current DG is sufficient as it is for integration of relevant content into the NDP policies (WP and BB - believe it is as it stands and if not BB probably able to do any minor updates needed for the purpose, but for evidence, IJ and PN advice sought for confirmation – as per emails to them by PH of 29/1/20)	See above
<b>Project plan</b> – Diane Fullerton (DF) and NF agreed to work together as part of the SG to keep up to date and WP on target	See above
<b>Budget/grants</b> – Dave Tristram ((DT - HC Funding Officer) visited SG 30/1/20 and advised to start registration process for Awards for All (PH) asap. Meeting to be arranged for SG to meet with DT and Sam Banks (SB)	PH/ Clerk

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<p>in Hereford in next two weeks if possible to work on completing grant applications - Awards for All and Locality.</p>	
<p><b>Communications</b> – current document needs substantial update with actions and timelines included. Website for NDP needed asap, agreed probably need to pay someone to set up and then keep up to date as advised by the SG, could be simple, NF to investigate and get quotes/ideas for next SG meeting. Need to review media used, timescales eg. for consultation notice, to get into Ledbury Focus. Need to focus on social media platforms used and different by age group as advised by DT. Agreed next SG meeting to major on this area Monday 10/2/20 9.00am (PH book room). PH to email current doc to SG members plus Christine Tustin (NF) and Maxine (NF - BB partner) to be invited to contribute, then pass to BB and SB for approval and confirmation it meets requirements.</p>	<p>See above</p>
<p><b>Next meeting</b> Monday 10<sup>th</sup> Feb 2020 9am-11am</p>	