

# 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) Samantha Banks, Herefordshire Council (SB); WP = Working Party

Office: Angie Price (the Clerk, AP)

Action colour code: **Red = still to do**

<p><b>Meeting 27 – Thursday 18<sup>th</sup> March 2021</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1. Notes of Meeting 24 &amp; 25</b>          These notes were agreed.</p>	
<p><b>2. Papers for ED&amp;P Meeting on 22<sup>nd</sup> March</b>          The following papers have been sent out: 2 invoices from consultants to be paid by end-March; proposals for consultants to quote; 6 topic papers; WP notes from meetings on 2<sup>nd</sup> February and 3<sup>rd</sup> March and SG notes up to Meeting 25; NDP scoping document to revisit; action list; filing list. Four papers to follow:  <u>a) Edited Issues and Options Paper (including questions)</u>          PH to send covering note to councillors explaining how recent comments have been handled, summarised on a spreadsheet, and addressed under the following headings:          i) points already covered in the Issues paper, but which it's agreed should be presented more clearly          ii) issues outside the scope of this NDP          iii) issues we are not covering because BB has advised against doing so          iv) where detail is already in, or will be added to topic papers, but not the Issues paper          v) remaining matters on which differing opinions should be discussed at the meeting on 22<sup>nd</sup> March          SG agreed that the comments/feedback raised should not be a cause for delay in adhering to the timetable and reaching Reg. 14 at the earliest opportunity.  <u>b) Public Consultation Document</u>  <u>c) Questionnaire for Public Consultation</u>  <u>d) Updated Communications and Consultation Plan – to be completed by PH by 19<sup>th</sup> March</u></p>	<p>PH</p> <p>PH</p>
<p><b>3. Editing issues Paper</b>  <u>Three options to be offered on the town centre:</u> Option 1 - no change – map of existing frontages (Figure 4); Option 2 - contracted town centre – new Figure 5 with all frontages shown in black, Worcester Road and Southend removed; Option 3 - new Figure 6 showing all frontages in black and extension of town centre to include Tesco and Co-op.  <u>Access to sports facilities.</u> The only access talked about as viable with planners and others has been over UBL land, off the Little Marcle Road. PH to go back to landowner, John Goodwin and planners to ask about access from the Ross Road.          PH to ask BB to amend maps a.s.a.p. including 2 new ones for the town centre, adding the original Gi map produced by</p>	<p>PH</p> <p>PH</p> <p>PH</p>

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<p>Herefordshire Council and putting all Gi on town map in one colour.</p>	
<p>Aim is to edit and submit final version of the Issues Paper to council for approval on 1<sup>st</sup> April. Papers therefore have to be ready by Thursday, 25<sup>th</sup> or Friday 26<sup>th</sup> March. AL to edit the Issues Paper in light of comments received and the above discussion and forward to NF a.s.a.p.</p>	<p>AL</p>
<p><b>4. Public Consultation Document and Questionnaire</b> NF to produce draft leaflet for public consultation and forward to AL. SG discussed the format to use, A4 or A5, and the number of pages, possibly 12. It was agreed that the maps should be on separate pages at the end, apart from the ones for the town centre. Links to the website should be made within the leaflet for people to access more detailed information. MB has been asked to provide questionnaire based on Version 6, with a pre-post address at the end. People will be able to respond online, by post, scan and email, or drop by council offices. PH to organise £100 freepost licence, paying only for questionnaires returned. NF had obtained quote of £1,000 from an outside printer, so in-house printing will be necessary with help from volunteers to stuff envelopes etc. NF to find out when we need to book for Royal Mail distribution because of long lead-in time. Probably need to book immediately after meeting on 1<sup>st</sup> April to ensure distribution in early May. There are plenty of outlets to use for the public consultation document, via Facebook pages, other social media, Hereford Times, Ledbury Reporter etc.</p>	<p>NF</p> <p>PH</p> <p>NF</p>
<p><b>5. Final Editing Work</b> SG agreed that edited drafts of Issues paper, public consultation leaflet and questionnaire be forwarded by NF to PH by Sunday, 21<sup>st</sup> March. PH to finalise and liaise with BB to approve text and amend maps a.s.a.p.</p>	<p>PH</p>
<p><b>6. Date of Next Meeting</b> Tuesday, 23<sup>rd</sup> March at 10:30am.</p>	