

# 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 32 – Friday 16<sup>th</sup> April 2021</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1. Notes of Meeting 30 and 31.</b>          These were accepted with some amendments.</p>	
<p><b>2. Actions/Communications Agreed</b>          PH to contact BB to request update of Topic Paper 2 to go on website and to ask question on implications of green infrastructure proposals (e.g for landowners), suggesting including a paragraph on this in Topic Paper 4. PH also to ask BB if he would like to attend WP meeting on 27<sup>th</sup> April for the Gladmans presentation.          PH to email Sam Banks and planners thanking them for their recent feedback.          AP to be asked to confirm that the arrangements and notice for the extraordinary council meeting on 22<sup>nd</sup> April are still applicable. AP also to be asked if a planner will be present at the WP meeting on 27<sup>th</sup> April.          NF to look at responses to Cllr Harvey’s comments and forward to PH to finalise and send out a.s.a.p.          NF to respond to feedback from Ian James. SG agreed that his question concerning talking to large employers about possible relocation to the Little Marcle Road was a good one, that this would be raised during consultation and could be included in a business breakfast arranged to answer various questions in late May.  <u>LVBA</u>: PH to send his completed material to CT by 23<sup>rd</sup> April, suggesting others’ contributions might be included as an appendix. CT also to be sent Topic Paper 3 (recreation and open space) with target date for completion of Topic Paper 6 draft by 7<sup>th</sup> May. An agreed draft can then be online by 14<sup>th</sup> May for use during the consultation phase.          SG discussed several revised GI and settlement boundary maps, agreeing to use the most recent versions because of their clarity.</p>	<p>PH          PH          PH          NF &amp; PH          NF          PH</p>
<p><b>3. Funding</b>          PH is part way through completing the Localities grant application and NF has covered most of that for the Awards for All grant. NF needs to chase Dave Tristram today. Funding will be for work after 6<sup>th</sup> July.</p>	<p>NF &amp; PH</p>
<p><b>4. Printing and Distribution</b>          NF had obtained a 3<sup>rd</sup> quote for printing on heavier paper (130gsm) – 5,000 leaflets would cost £769, 5,000 questionnaires, £598. The 2<sup>nd</sup> quote on 80gram paper was £1166 for the</p>	

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<p>leaflet, £942 for the questionnaire, much more expensive. AP quoted £243 for all the printing. NF suggested going back to the 3<sup>rd</sup> quote for printing the leaflet on 80gram paper and printing the questionnaire in-house. This would not involve stapling and therefore reduce workload for staff. Mock-up being worked on by NF will be forwarded for approval shortly and completed for office to copy and post to councillors on Monday 19<sup>th</sup> April. PH to check with AP that this is possible. AP to be asked about suggested in-house printing, with help from volunteers to fold, stuff envelopes etc. Budget currently underestimates printing costs but covers consultation boards separately and has a contingency of £450. SG discussed regarding the use of a Freepost licence, the re-using the envelope and using a Freepost label. MB to be asked her advice and AP to be asked to arrange the Freepost licence. <u>Royal Mail delivery</u>: If approved on 22<sup>nd</sup> April, the distribution of the consultation document should be booked on 26<sup>th</sup> April to be sent out in the week commencing 17<sup>th</sup> May. PH to ask AP to arrange.</p>	<p>PH</p> <p>SG PH</p> <p>PH</p>
<p><b>5. Website</b> PH has spent considerable time determining which documents are current and in order to go on the website and removing others. Olivia is close to getting the website ready, liaising with PH. LSCA papers were considered and SG agreed that just the relevant meeting notes and final draft of the LVBA should go on the website. SB is likely to recommend that only the latest versions of documents should be on the site and has yet to give further advice on what should/should not be on.</p>	
<p><b>6. Other Matters</b> Olivia to provide minutes of last WP meeting by 19<sup>th</sup> April to go out with agenda and papers for next WP meeting on 27<sup>th</sup> April by 21<sup>st</sup> April at latest.</p>	<p>PH</p>
<p><b>7. Next SG Meetings</b> SG Meeting 33 with MB on Thursday 22<sup>nd</sup> April at 10:30am – questions, including advice on handling Freepost details, to be prepared. SG Meeting 34 on Thursday 29<sup>th</sup> April at 10:30am.</p>	