

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**

Meeting 36 – Tuesday 11th May 2021		
Present: PH; NF; AL		
1. Notes of Meeting 35	These were agreed after some amendments.	
2. Leaflet and Questionnaire (V10)	Both documents had been amended to take account of comments received from Councillors and members of the NDP WP. SG agreed further changes as follows: i) Page references should be removed because in printing and folding the leaflet, they could be wrong causing unnecessary confusion. ii) It was agreed to extend the end dates for receipt of the questionnaire to 11 th July for online, and 12 th July for postal submissions. This should allow for delay in Royal Mail delivery. iii) Church Street be replaced by Church Lane address on questionnaire. NF to implement these changes to be checked today by PH and AL	SG
3. Testing Paper Version 10	SG to ask 6 people, as agreed at last meeting, to test whether the updated leaflet and questionnaire work together; feedback to be requested by 9:30am on 14 th May. NF to send updated version to MB for comment and ask when the online questionnaire may be ready for testing, preferably by 18 th May.	NF
4. Printing Quotes and Contacts	Three quotes for printing the leaflet and questionnaire were compared: highest from PIP Printers (with Ryman), Hereford; middle one from Perpetual Press, Newent; and AP's internal quote. SG discussed the quotes, including differences in their presentation. SG agreed that while the Newent quote is about £150 higher, it includes labour and in view of AP's limited staff resources at present, the Newent quote should be recommended. PH to confirm with AP. NF to phone Newent printers on 12 th May to check if they can accept the order and then email AP to confirm they can do the work. The order to be made by the Clerk.	PH & NF

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<p>5. Other Bookings/Admin. With Office Freepost licence has been ordered, but AP has not received an answer yet; hopefully response by Monday 17th May. PH to follow up. Royal Mail delivery has also been asked for. PH to follow up. PH to send maps to AP (12th May) for checking that there are no illegal website accessibility issues.</p>	<p>PH PH PH</p>
<p>6. Issues and Topics Papers AL to change text of Issues paper along lines agreed for the leaflet and questionnaire. NF to change the maps. Current versions of Topic Papers 1 – 5 to be used as they are without further work by BB. They represent development of ideas to date and essential evidence upon which the Issues paper is based.</p>	<p>AL NF</p>
<p>7. Consultee Comments/Suggestions on Version 9 Docs All comments and suggestions received from the Council and members of the NDP WP have been received and recorded on a grid (Edits, April 2021). The impact of the new nursing home on green space as shown in figure 8 was discussed. SG agreed that though small, this location is depicted next to the by-pass as non-green space on the existing map. PH to send edits grid to all those involved, including a request to those we are asking to do online testing next week.</p>	<p>PH</p>
<p>8. Filing PH had updated the filing system document (including all meeting notes and attachments) to be sent to AP for change to pdfs for the website. PH to send latest versions of Topic papers 1 – 5 to NF to go online. 'Draft' on all documents to be removed before they are turned into pdfs. In addition to asking about the online survey, NF to ask MB about use of a QR code and its cost.</p>	<p>PH PH NF</p>
<p>9. LVBA Update PH had agreed with CT that the LVBA was too complex to complete and be available for people to read at this stage. SG agreed that it should be completed by 12th July, with a first full draft by 21st June and final agreed draft (including feedback from contributors) by 5th July. PH to send his contribution to CT by 7th June and CT to ask any other contributors to complete by that date. Digitalising of maps and some more photos would need arranging with CT. PH to contact CT with the above proposal for her views. PH and CT had agreed that a single page document about LVBA progress should go on the website, also inviting</p>	<p>PH PH</p>

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contributions, for example favourite views, from the public. SG to discuss this at meeting on 14 th May.	SG
10. Funding Confirmation of Awards for All application was received on 10 th May. PH to complete Localities report and aim to complete the second Localities application by end of this week.	PH
11. Next SG Meeting Friday, 14 th May 10:30am.	