

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>Meeting 40 – Thursday 3rd June 2021 Present: PH; NF; AL; MB (for online survey)</p>	
<p>1. Notes of Meetings 38 and 39 These were agreed.</p>	
<p>2. Online Survey SG discussed comments received from those who had tested the online questionnaire and agreed responses and actions with MB. PH emailed Paul and Celia for their feedback and SG agreed with MB changes emanating from testing to date. The main changes are as follows: i) There will be 1 integrated leaflet and questionnaire for which MB will make the old QR code work. ii) The link to the new version will remain the same, the instructions to find the supporting documents made clearer and the questions in ‘bold’ so they stand out better. iii) For question 1a, people will be asked to use the ‘drop down’ menu only. iv) SurveyMonkey won’t save the questionnaire, so people will be asked once they start to finish and informed that it takes less than 20 minutes. Tested questionnaires will be removed by MB before the survey goes live (Now planned for Monday, 7th June). PH to ask councillors to complete the questionnaire and SG to test the new version over the weekend. PH to send all feedback recorded on this grid to MB, SG and all those who did the online test.</p>	<p>MB</p> <p>MB</p> <p>SG</p> <p>PH</p>
<p>3. Social Media and Press Release SG discussed content of a draft press release and agreed to change end-date for public contributions/views to Friday, 16th July, in line with the end-date for the survey. PH to look at AL’s comments and send agreed version to AP for approval by Monday, 7th June. AP to send to press by Tuesday, 8th June and post on Facebook etc. PH to contact Ledbury Reporter to ask if the best contributions can be publicised by them. Also to ask them to remind people in later edition(s) to complete the questionnaire and contribute views. Posters: NF had produced a good draft poster (“3 ways to have your say”) for use at various locations within the town and outlying areas - notice boards, supermarkets, schools, railway station, pubs, petrol stations, Leadon Bank and similar places, Facebook and Instagram. NF to produce list of locations and find out rules around putting up posters.</p>	<p>PH</p> <p>PH</p> <p>NF</p>

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<p>Posters to be as robust as possible, probably using 120 gm. card. Monday, 7th June, AP to be asked to arrange printing of about 100 copies of the poster for distribution by WP members. Posters to be removed if tatty and definitely after 16th July.</p>	<p>PH</p>
<p>4. CT'S Work SG discussed the delay in completing Topic Paper 6. NF and AL were both unhappy about progress and offered to help with writing up the baseline section on Public and Social Amenity. However, PH was committed to finishing this section and agreed to complete it by Tuesday, 8th June and email CT about the overall timeline and completion of Topic Paper 6.</p>	<p>PH</p>
<p>5. Other Matters Funding: PH to send NF next Localities grant application (to be completed ahead of Reg 14 consultation) to return to PH before it is passed to AP. No response yet from Awards for All. Consultees' Grid: NF had produced a grid to aid planning of all consultation with relevant individuals, businesses, groups and other organisations. AL to add comments to the grid before discussion at next meeting.</p>	<p>PH &NF AL</p>
<p>6. Date of Next SG Meeting Wednesday, 9th June, 4.30 pm.</p>	