

# 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**

<b>Meeting 61 – Monday 24<sup>th</sup> January 2022</b>	
<b>Present: PH; NF; AL.</b>	
<p><b>1. Discussion of Consultation Timetable</b>            SG discussed the tight timetable including the need to get invitations out to businesses for the planned event on 1st February and the need to get all final documents on the website, including the LVBA.            After due consideration, SG decided to postpone the start of the consultation until Saturday 5<sup>th</sup> February and extend until Saturday 19<sup>th</sup> March inclusive.</p>	
<p><b>2. Urgent Actions Required</b>            PH to:</p> <ul style="list-style-type: none"> <li>- Check MB's documents and links.</li> <li>- Contact BB with links and comments on the Supplementary Paper.</li> <li>- Update: response form; statutory and non-statutory lists (to include developers); change business event to 8<sup>th</sup> or 9<sup>th</sup> February; get response from AP on planned zooms.</li> <li>- Organise where statutory notices go and contact SB with all final documents/information.</li> <li>- Complete templates and send to AP.</li> <li>- Draft press release by Friday 28<sup>th</sup> January for comments by NF and AL ready to be sent by AP on time next week.</li> <li>- Ask Hannah Tettero for panels for Co-op display (also to be used for Repair Café and other possible venues).</li> </ul> <p>NF to:</p> <ul style="list-style-type: none"> <li>- Obtain formal quote for printing from Perpetua and get copy to them by late Friday 28<sup>th</sup> January.</li> <li>- Ask library to display a hard copy of the NDP and a poster.</li> <li>- Prepare a poster along the lines of the one used for the summer consultation.</li> <li>- Office to be asked to produce 10 laminated copies for outside use and a further 40 copies (AL's distribution list to be used)</li> <li>- Start remaining work on the consultation grid to include ALL responses received before and after the summer consultation. PH to fill in gaps and complete.</li> </ul>	<p>PH  <b>PH</b>            PH  <b>PH</b>            PH/NF  <b>PH</b>            PH            NF  <b>NF</b>  <b>NF</b>            SG  <b>NF</b>            PH</p>
<p><b>3. Completion of LVBA</b>            CT to be asked to complete her edit by Tuesday, 1<sup>st</sup> February.            SG discussed the recommendations on footpaths and NF agreed to contact CT with these ideas and her completed figures/maps.            PH to look at LVBA v.3 by Wednesday, 26<sup>th</sup> January with his comments.</p>	<p>NF  <b>PH</b></p>

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It was agreed to produce 2 hard copies of the LVBA, one to be available at the consultation events and one for filing.	
<b>4. Date of Next Meeting</b> Tuesday, 1 <sup>st</sup> February 2022 – 2:30pm	