

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 63 – Friday, 25 February 2022		
Present: PH; NF		
1. Notes of Meeting 62	These were agreed	
2. Letters/emails to businesses and statutory consultees	PH had sent out most of these but had not received receipts back from a few in particular the Environment Agency.	
3. Consultations	Agreed to hold 2 additional events on Saturdays towards the end of the consultation period – the 12 th and the 19 th March in the council offices, panelled room., PH to book the room. NF to create a new poster, PH to ask the Clerk to print and laminated 6 A3s and some A4s. PH to prepare a press release for Monday 7 th March	NF PH PH
4. Consultant Fees	MB and BB had been asked to submit invoices CT had submitted a final invoice which PH will query. Invoices are needed before the end of March so that payments can be made from the Localities Grant.	PH
5. Consultation Analysis	NF to work on the qualitative analysis of the Issues and options consultation responses. This needs to be put on the website before the Regulation 16 Consultation commences.	NF
6. Website	Minutes and agendas for all meetings since the beginning of the process need to be uploaded onto the website.	
7. Date of Next Meeting	Monday, 14 th March 2.30 pm	