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 24 – Thursday 4 th March 2021 Present: PH; NF; AL			
1.	Notes of Meeting 23. These were agreed with a minor amendment.			
2.	Copy and Delivery to Magazines An article on the consultation process has been sent by PH to AP to reach the Focus before its deadline of 8 th March and All About the Hills before 15 th March. It will be sent as a Word document.			
3.	Quote proposals to three consultants have to be approved at an Extraordinary Meeting of ED&P (followed by Extraordinary Meeting of Council) on the 22 nd March. CT and BB are being asked to tender because they are already working on the NDP and therefore familiar with what still needs to be done. MB is being asked to tender as co-working with BB and she is also already involved. PH to send briefs to the three consultants a.s.a.p. asking if the wording is appropriate and getting their informal response. The £5,000 grant recently received is for consultants' work done in March, so invoices from CT and BB should be dated accordingly. AP to be asked whether approval of invoices should be at council meeting on the 22 nd March or 1 st April.	PH PH		
4.	Awards for All Application NF to look at this and pass back to PH this week. It needs to be in place before the consultation work begins.	NF		
5.	Communications and Consultation Document PH to update by Monday, 8 th March.	PH		
6.	Papers for ED&P Meeting on 11 th March Papers to go out: WP notes of meeting on 2 nd February; SG notes 17-22; budget; Issues and Options paper, including MB's questions; article for Focus.	PH		
7.	Contact with SB and Carl Brace PH to contact SB for advice and feedback on several issues: a) Issues and Options paper (already sent); b) exact amount of NEW employment land required (12 ha. understood); c) SB's view on Section 4, Supporting the Town Centre, especially 4.1, 4.2 and associated questions; d) filing list and what should/should not go on website; e) SB's view on updated Comms and Consultation document, qualitative spreadsheet and list of communication activities.	PH		

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

	Carl Brace to be sent Issues and Options paper and asked for his views on town centre proposals.	PH
8.	Issues and Options Paper	
	a) Source Document	
	Constructive discussion at the WP meeting on 2 nd March led to agreed changes to the Introduction. It was felt that key issues would be clearer if bullet points were used, and the importance of the settlement boundary enhanced by making it the first issue covered in the paper.	
	It was also suggested that Question 1, about land for sport, should include an additional question about the location of such land. Suggested question: Do you agree that there should be a sporting hub for junior and senior football on land south of Little Marcle Road? (See settlement boundary Map 3). WP members agreed to respond with any further comments on the Issues paper by the 12 th March and with any comments on the quote	
	proposals by the 11 th March. NF to send known feedback on the Issues paper to BB a.s.a.p. as he will only have a couple of days to act on additional comments before documents have to be sent to AP by 16 th March.	NF
	AL to summarise feedback and questions on Topic Papers 2-5 and forward to NF for inclusion in one document for BB. This	AL
	should also include feedback on Topic Paper 1 (Design Guide) which NF has coordinated. The recent WP meeting agreed that all topic papers should be	NF
	finalised to show to ED&P as soon as possible. SG also agreed that the topic papers should be sent to a wider number of individuals for their feedback during March and April. b) Public Consultation Version	SG
	SG agreed that this paper would need editing and condensing for use as a consultation document, but that MB could advise on this and on the format of the leaflet. NF felt that the Issues paper should be related to the existing NDP and the public given the	
	key, relevant sections at appropriate points online. BB to be asked to do this.	NF
	Mid-April would be the earliest date when consultation papers would be needed. SG discussed format options e.g. A5 coloured leaflet or A3 folded leaflet and a black and white questionnaire. AP has an estimate of £250 for internal printing of 5,000 short version leaflets and 5,000 questionnaires. NF suggested the cost-benefit of using an outside printer, which would reduce council staff workload. NF also suggested delivering the leaflets and questionnaires via the Post Office or Focus; the latter covers	

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

	the town only, volunteers to cover outlying areas. NF to find out about the cost of using the Post Office for delivery, which would be covered by the £1,000 consultation budget. NF also wanted more publicity between the 1 st and 2 nd consultations by using physical boards where possible to explain the proposals. We would again need Max's advice in the present Covid situation, and about how to reach schools, care homes and other groups difficult to reach.	NF
9.	Next SG Meeting	
	12 th March – 2:00pm	