

# 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><b>Meeting 29 – Tuesday 30<sup>th</sup> March 2021</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1. Notes of Meeting 26 &amp; 28.</b>          These notes were agreed.</p>	
<p><b>2. Discussion of Comments Received form Cllr Harvey on 29<sup>th</sup> March</b>          PH had responded to Cllr Harvey and sent her version 8 of the Issues paper.          NF had summarised Cllr Harvey’s comments and suggested action on a separate document, identifying people to contact for definitive answers to points raised and noting agreement or action already taken on other points.          SG discussed all of Cllr Harvey’s comments and NF revised and recorded agreed actions on the document (attached).          PH to email Kevin Bishop, Carl Brace, Sam Banks, Paul Esrich and BB on a number of issues: the settlement boundary (options and specifically position of Ledbury Park and area north of railway station); the viaduct site (employment location and route of by-pass to Bromyard Road; Herefordshire Council’s position on reviewing the town centre, Lawnside and its future.          BB also to be sent Cllr Harvey’s comments for feedback and to note sections which SG agrees should be added to, or reworded.          NF to contact Francis Martin to ask if there has been any conversation/update with CCG since SG meeting with medical services representatives. AP to then get the updated consultation template signed.          Final revision of Issues paper v. 9 (plus leaflet and questionnaire) to go out on Friday 9<sup>th</sup> April for LTC meeting on 15<sup>th</sup> April. (AP later said that the deadline was Thursday 8<sup>th</sup> April) Final feedback from councillors and others consulted needs to be received by 10:00am on Thursday 6<sup>th</sup> April at latest. This is very tight allowing only a couple of days for any re-drafting.</p>	<p>NF</p> <p>PH</p> <p>NF</p> <p>PH</p> <p>SG</p>
<p><b>3. Consultation Exercise</b>          PH to ask AP to organise the freepost licence.  <u>Printing of Leaflet and Questionnaire</u>          AP to be asked for formal quote for internal printing. We have one quote for external printing (£1,000) and NF will ask for a second external quote.          Leaflet to have explanation of purpose on the front, instead of enclosing a separate letter about this. Bottom third of the back page for return postage details.</p>	<p>PH</p> <p>NF</p>

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<p><u>Royal Mail:</u> To be booked after 15<sup>th</sup> April for distribution in May. NF to ring Royal Mail about the procedure. AP to be asked to book it.</p> <p><u>Volunteers:</u> To be asked to help with data entry and talking to groups during the consultation phases.</p>	<p>NF</p> <p>SG</p>
<p><b>4. Funding</b> NF to do more work on Awards for All application which will cover MB's survey and analysis of consultation feedback. PH to apply for new Localities grant to cover work of CT and BB. Both applications to be completed by 9<sup>th</sup> April</p>	<p>NL &amp; PH</p>
<p><b>5. Next SG Meeting</b> Tuesday 6<sup>th</sup> April at 10:30 am.</p>	