

# 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, Maxine Bassett

Herefordshire Council (SB); WP = Working Party

Office: Angie Price (the Clerk, AP)

Action colour code: **Red = still to do**

<p><b>Meeting 33 – Thursday 22nd April 2021</b>  <b>Present: PH; NF; MB</b></p>	
<p><b>1. Notes of Meeting 32</b>          These were accepted.</p>	
<p><b>2. Document approval</b>          Consultation documents going to full council this evening for approval. Several points raised by Councillors had resulted in revisions other queries had been investigated with Herefordshire Council and professional consultants. PH confirmed ED&amp;P did not need to see the latest version of the documents before they went to full Council.</p> <p>PH pointed out that question 3a may be removed and replaced by a question on retaining a route under the viaduct to access the housing site.</p> <p>If the Council does not approve the documents the consultation will be delayed even though the communications and consultation document with its time frame has been approved.</p> <p>Tuesday 27 April is the next Working Party meeting – members will be sent/delivered by hand hard copies of the leaflet and questionnaire as for the Council meeting..</p> <p>PH to feedback to MB what happens at Full Council.</p>	
<p><b>3. Sending documents out and printing</b>          After documents are approved (hopefully 27 April Working Party)          It will take two weeks to print          MB agreed A3 folded format was good for the questionnaire – these will be printed by the Council black and white.          Royal Mail delivery to be booked on 28<sup>th</sup> April for delivery 3 weeks later – PH to get the Clerk to organise          NF to get another print quote for 4,500 on lighter-weight paper.          Ask people to return completed questionnaires by Friday 25th June.          MB suggested Councillors should be asked to test the questionnaire but ensure they know this is a dummy run and their answers to the trials will not be their official answer.          PH to ask volunteers to stuff envelopes at the Working Party meeting.          PH asked MB about Freepost address how to make it easy for people to return.</p> <p><b>How to get people to return questionnaires via Freepost</b>          MB said generally you would include an envelope with the Freepost address.          Need to know if it is ok for the Freepost address to be hand written          PH to ask Angie to check this when she books Freepost</p>	<p>NF</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p>

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<p><b>Volunteers</b>          MB said it would take a couple of days to set the questionnaire up on Survey Monkey therefore it could go live by 7<sup>th</sup> May          Need 10 people to test whether it works – PH to ask for volunteers at Working Party meeting.          Volunteers also needed for data entry of paper questionnaires – PH to ask for at Working Party meeting - MB advised to recruit as many volunteers as possible – suggested 6-10 needed and they need to be computer literate. She will set up volunteer training sessions on line.          Survey Monkey – 2 addresses needed to allow more than one volunteer to input at the same time          More than one questionnaire can be filled in from the same computer (IP address) to allow multiple people per household, but this will be monitored for fraudulent use          Each data entry volunteer will have a number/code which will be written on the paper questionnaire</p>	<p>PH</p>
<p><b>Website</b>          Links to questionnaire and leaflet to be posted on the front page of the LTC website and front page of Neighbourhood Planning page.          Ask MB how to do this does the link come within the leaflet?          Topic papers to go under section 2.2 on the Neighbourhood Planning page and referred to in leaflet.          Put Maps under Maps section NF to send PH pdfs          NF to add note on page 11 of leaflet – ‘for bigger versions of these maps visit our web page: Section 9 Maps and Plans’          Agreed website structure is now working well.</p>	<p>MB          PH          NF          NF</p>
<p><b>Consultation</b>          In June – in addition to the online consultation, plan for physical/socially distanced Exhibition (say 2 x 3 days – mid-week/Saturday) and also a Business breakfast day.</p>	
<p><b>6. Next SG Meeting</b>          Thursday 29<sup>th</sup> April – 10:30am</p>	