

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>Meeting 35 – Thursday 6th May 2021 Present: PH; NF; AL; AP</p>	
<p>1. Notes of Meeting 34 These were agreed with some minor amendments.</p>	
<p>2. Discussion of Project Plan PH had produced a Project Plan for the public consultation covering 9 sections: booking services (printing and delivering); completing reference documents (edits, leaflet, topic papers); setting up the website (admin. files, all reference documents, testing of questionnaire); printing, stuffing envelopes and delivery to Royal Mail; promotion including social media; in-depth consultation with key groups; inviting contributions from other groups; organising physical presentations; setting up data analysis. During discussion, some timelines were changed and actions agreed as follows:</p> <p>a) <u>Booking services (including printing and delivery)</u> AP to apply for the Freepost licence this week, “Freepost Ledbury Town Council”, with questionnaire note asking people to send paper returns in their own envelope (dependent on confirmation from AP on which Freepost option ordered). AP</p> <p>AP to supply white envelopes from PH’s NDP budget. SG agreed need for printed label on the envelope to indicate that it’s about the NDP consultation. (AP has since offered to print the envelopes which is a cheaper and quicker option.) AP</p> <p>Office to order 4,500 envelopes and print accordingly. AP</p> <p>AP to book Royal Mail delivery over the next few days to 4,184 postcodes, allowing about three-week lead-time to ensure envelopes are with Royal Mail by 24th May.</p> <p>PH to send postcodes to AP to liaise with Royal Mail. PH</p> <p>NF to inform AP of total weight of leaflet, questionnaire and envelope using 100gsm paper and C5 envelope. NF</p> <p>AP to provide 3rd quote for printing and to decide whether she has capacity to print the questionnaire, which will be in black and white with no staples. AP</p> <p>Volunteers to stuff envelopes, most likely 21st to 23rd May. SG</p> <p>b) <u>Setting up website</u> PH to help over next 8 days. It was agreed that PH/NF try to ensure that all documents are converted to pdf’s to be smaller and that they be sent to AP a.s.a.p. NOT to other staff. (Although problem with this is that the PC filed versions need to be in native format for possible future WP edit/re-use. PH/NF</p> <p>PH</p>	

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<p>It had not been discussed that all website files have to be pdf or picture format for upload to the site. AP has since agreed office can probably convert to pdf format any files needed to go on the website so that documents sent by the SG in native format can be saved to the PC area.)</p> <p>PH to send filing spreadsheet to AP again. Staff to replace updated versions of the filing spreadsheet in the filing system as it is added to.</p>	
<p>documents online as they change.</p> <p>c) <u>Promotion including social media</u> Timeline was discussed and can be changed. PH/SG to send AP agreed message for social media platforms and press. AP/office to post to social media and forward questions to SG. AP will also set reminders on social media. AP pointed out restrictions which might still apply when holding physical presentations from 25th May. Burbage Hall may be suitable for one-to-one discussions with volunteers covering different topics. PH suggested this would be easier after 21st June for the 'business morning' and 2-3 public presentation days he proposes over a three-day period. Display boards set 2 metres apart could be used at these meetings. A permanent display of posters on boards could be set up for the public in a location like the Library. SG to design content and printing of suitable A3 pages; boards from previous use may be available from AP/office.</p> <p>d) <u>Inviting contributions from other groups</u> SG to agree list of businesses/groups to consult by Zoom and those to send the leaflet and questionnaire to by email or post. PH pointed out need for consulted organisational representatives to accept and allow publication of their views. AP to organise Declaration of Interest and confidentiality forms for all volunteers involved. SG agreed end date for consultation responses. The online service should come down at midnight on 4th July and questionnaires returned to LTC office by Monday 5th July.</p> <p>e) <u>Completing reference documents</u> Olivia to be asked to send last WP notes to ensure that all comments have been covered. NF to include further comments received from Cllr. l'Anson and Steve Glennie Smith on the grid. NF to change map for Option A to use solid colour for proposed playing fields and additional employment land. NF</p>	<p>PH</p> <p>AP</p> <p>SG</p> <p>SG</p> <p>AP</p> <p>NF</p> <p>NF</p>

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<p>also to indicate in the consultation leaflet to technical difficulty experienced in enlarging these maps.</p> <p><u>Testing the questionnaire</u>: paper version to be tested between 12th and 14th May by MB and six people (Rob, Patrick, Nicola's mother, Fred, Griff, Diane).</p> <p>MB to set up online between 14th and 17th May.</p> <p>Six people to be asked to test online version (Celia, Paul, Beverley, Tony, John, Sally) a.s.a.p. after MB's work between 17th and 20th May. with aim to go live online by 21st May.</p> <p>Printing of leaflet and questionnaire to start on 14th May, stuffing envelopes from 21st May for delivery to Royal Mail by 24th May.</p> <p>NF to ask BB to make changes to Topic Papers 2 and 4 by Monday 10th May if possible, or plan to use existing versions online.</p> <p>PH to ask CT to complete draft LVBA by 24th May if possible, to go online with other topic papers.</p> <p>SG to agree final list of edits, questionnaire, leaflet and Issues paper on 11th May.</p>	<p>MB</p> <p>NF</p> <p>PH</p>
<p>3. Funding PH to contact Dave Tristram to look at Awards for All application to go out by 7th May. Next Localities application to go out next week.</p>	<p>PH</p>
<p>4. Next SG Meetings Tuesday, 11th May, 2:30pm Friday, 14th May, 10:30am</p>	