

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 37 – Friday 14th May 2021 Present: PH; NF; AL</p>	
<p>1. Notes of Meeting 36 These were agreed.</p>	
<p>2. Update of Project Plan SG worked through and updated the project plan taking the current situation into account as follows:</p> <p>a) <u>Booking Services (incl. printing and delivery)</u> The chair of ED & P after the meeting on 13th May approved the revised quotation for increased numbers of leaflets and questionnaires (6,700) within a reworked NDP budget. NF had rung the printer who is waiting for the work to start a.s.a.p. PH is liaising with AP and Hannah to confirm Royal Mail booking and timeline and the date when the Freepost address will be available. Current aim is for completed envelopes to be collected on 27th May for delivery by Royal Mail in the week of 7th June. PH to inform office of wording to print on envelopes: HAVE YOUR SAY ON LEDBURY'S FUTURE. Enclosed is your Neighbourhood Development Plan consultation questionnaire. People who might help with stuffing envelopes: Celia, Paul, Beverley, John, Patrick, Fred, PH, NF and AL. SG should ask for more volunteers to help if possible, as this is a very large task. Office to use boxes the envelopes came in for dispatch to Royal Mail, acquiring a few more if necessary.</p> <p>b) <u>Completing reference documents</u> The final paper versions of the leaflet and questionnaire have been tested by MB and 6 others. Useful feedback received has now been incorporated by NF in revised final versions. NF has also included a QR code. PH and AL to check both documents immediately after this meeting. SG discussed end date for responses in the light of current timeline. This was changed to Friday, 16th July in view of uncertainty around the delivery of the consultation documents. PH to send comments grid to all participants, inviting some of them to test the online survey when it's set up next week. Possible people to be asked: Celia, Paul, Griff, Tony, John, Helen, Steve Chowns (Patrick and Fred in reserve).</p>	<p>NF</p> <p>PH</p> <p>SG</p> <p>PH/AL/NF</p>

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<p>PH to circulate latest Topic Papers 1–5 to BB and SG with note that 2 and 4 do not need further amendment at this stage. Some issues raised at recent ED&P meeting (e.g. consultation on Frith and Coneygree woods) need to be considered in topic papers or elsewhere, as appropriate. NF to change maps in Issues and Options paper. SG to approve the final version of Issues and Options paper (V.10) and send with topic papers to BB before they are put on website. PH to email CT on proposed completion and timeline for the LVBA.</p> <p>c) <u>Setting up website</u> PH to liaise with Olivia to clear out old files (admin. and meeting papers) and post new ones. NF to send maps to AP (before 21st May) to check any illegal website accessibility issues. MB to set up online survey as planned, ready for next week.</p>	<p>PH</p> <p>NF SG PH</p> <p>NF NF</p>
<p>3. Agenda for WP Meeting on 25th May SG agreed items for this agenda including requests for volunteers and the original, updated timeline, which is still on track for Reg 14 by September 2021. PH to send to AP by Wednesday, 19th May.</p>	<p>PH</p>
<p>4. Next SG Meeting Wednesday, 19th May, 2:30pm. To discuss and agree updated comms and consultation document.</p>	