

# 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 38 – Wednesday 19<sup>th</sup> May 2021</b>  <b>Present: PH; NF; AL</b></p>	
<p><b>1. Notes of Meeting 37</b>          These were agreed with minor changes.</p>	
<p><b>2. Update of Project Plan</b>          SG worked through and updated the project plan taking the current situation into account as follows:          a) <u>Booking services (incl. printing and delivery)</u>          Hannah is still waiting for Freepost address and Royal Mail delivery confirmation.          All envelopes have been received and printing of labels has begun. NF to collect envelopes ready to label. AL to follow when enough labels have been printed and SG to complete this task a.s.a.p.          Printing of the questionnaire (dependent on the Freepost address) means that envelope stuffing can't begin until about 26<sup>th</sup> May. Delivery to Royal Mail most likely 1<sup>st</sup> June (after Bank Holiday).          AL pointed out need for at least 12 or 13 volunteers for this major task. PH to ask all councillors and WP members to help and some people individually, namely: Celia, Paul, Beverley, John, Helen, Steve Glennie-Smith, Steve Chowns, Patrick, Fred (PH, NF and AL).          Arrangement for collection of envelopes and contents to stuff, and delivery on completion to be determined. NF and AL possibly able to help with this.          b) <u>Completing reference documents.</u>          PH has sent the comments grid with agenda for the WP meeting on 25<sup>th</sup> May and will also send it to individuals involved, along with request to help with online survey and/or envelope stuffing.          MB will have set up the online survey by Friday, 21<sup>st</sup> May. PH to ask group of individuals to test online between 21<sup>st</sup> and 24<sup>th</sup> May.          BB has been asked to look at final version of Topic Papers 1 – 5.          PH to contact CT asap about completion and timeline for LVBA.          SG discussed a draft text for the website on LVBA progress, including an invitation to the public to contribute favourite views.          PH to produce final version.          c) <u>Setting up the website.</u>          PH now has all admin. files online, with meeting files to follow.          Topic papers and other associated reference documents to be put online Friday, 21<sup>st</sup> or Monday, 24<sup>th</sup> May.</p>	<p>NF &amp; AL</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p>

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<p><u>d) Promotion (Incl. social media) and consultation with key groups.</u> SG to agree message for social media and press on Tuesday, 25<sup>th</sup> May for local papers on Friday, 28<sup>th</sup> May. Proposed content to be emailed by PH beforehand. NF and AL to look at plan for consultation with key groups prior to discussion on 25<sup>th</sup> May. PH to send latest comms. and consultation paper (v8).</p>	<p>PH NF &amp; AL  PH</p>
<p><b>3. Date of Next SG Meeting</b> Tuesday, 25<sup>th</sup> May, 10.30 am</p>	