

# 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**

<b>Meeting 42 – Tuesday, 15<sup>th</sup> June 2021</b>		
<b>Present: PH; NF; AL</b>		
<b>1. Notes of Meeting 41</b>	These were agreed.	
<b>2. Agenda and Papers for WP Meeting (22<sup>nd</sup> June)</b>	<p>The minutes of the last, and papers for the next WP meeting were agreed to include an updated project timeline already produced by NF and budget update to be covered by PH. Papers to be sent to Olivia by 16<sup>th</sup> June.</p> <p>The Royal Mail delivery to all HR8 postcodes includes a few addresses outside the parish and the participation of these people in the survey was discussed. SG agreed to recommend they be allowed to participate because of their close proximity and involvement in Ledbury for work, education, retail or social reasons.</p> <p>SG discussed the project timeline which has slipped by about 1 month. Reg 14 will now be reached in October/early November, Reg 16 in late January/February 2022. PH pointed out that this still meant the NDP would be fully applicable for 2 years, at which point the new Core Strategy and planning regulations were likely to come into force.</p> <p>SG agreed concern that the timeline is very tight with no room for further slipping and that it also needed to adapt to the LTC meeting timetable, when available.</p>	<p>PH</p> <p>SG</p>
<b>3. CT's Work</b>	<p>PH had sent CT a timeline for completion of the LVBA by 16<sup>th</sup> July and would discuss further with her on 16<sup>th</sup> June.</p> <p>NF offered to look at digitalising maps required for the LVBA. PH to inform CT of the offer and ask how many maps were involved.</p> <p>AL also prepared to look at the digitalising task, perhaps getting a contact from Herefordshire Council.</p>	PH
<b>4. Posters</b>	<p>Sally (in the LTC office) has been asked to produce 50 posters on heavy card and she will contact NF when they are ready.</p> <p>Locations in and around the town were discussed and the list divided between SG members to distribute a.s.a.p.</p>	SG
<b>5. Training for Data Input</b>	<p>NF to email MB about possible dates for training (21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> June) and ask how long this will take.</p> <p>NF then to email 6 people volunteering: Steve Chowns; Tony Evans; Griff; Celia; Malcolm; Sue (plus PH and NF)</p>	<p>NF</p> <p>NF</p>

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<p><b>6. Consultees' Grid</b>            SG discussed the grid representing all individuals, organisations and groups to be consulted before 16<sup>th</sup> July. Consultations will be undertaken in 5 main ways:</p> <ol style="list-style-type: none"> <li>1. Where consultation is ongoing or already undertaken, the organisations will be asked to sign to confirm that the existing template is up to date.</li> <li>2. Face-to-face or Zoom meetings.</li> <li>3. Template for completion with specific questions drafted by SG (supported if available by last consultation results to update).</li> <li>4. Non-standard email (e.g. about future needs or plans)</li> <li>5. Standard email – SG discussed whether this should be to encourage the organisation/group to complete the questionnaire (and fill in the organisational name instead of the postcode) or whether it should just be to illicit specific views to be returned as an email.</li> </ol> <p>SG agreed the approach to adopt for each consultee and this was recorded by NF on the grid.            NF and AL to prepare draft template questions to be discussed at next SG meeting.</p>	<p>NF&amp;AL</p>
<p><b>7. Physical Presentations</b>            Continuing Covid restrictions means that we shall not be able to organise physical presentations as planned. However, SG agreed to hold 2 events under the Market House open to all members of the public on Wednesday, 30<sup>th</sup> June (9 – 1pm) and Wednesday 7<sup>th</sup> July (2 - 6pm).            NF/AL to prepare material for exhibition boards and provide questionnaires/leaflets and templates (for non-residents) to give out.            PH to talk to AP about arrangements and ask for volunteers to help at WP meeting on 22<sup>nd</sup> June.</p>	<p>NF&amp;AL  PH</p>
<p><b>8. Other Matters</b>            NF to ask Olivia to put up photos sent for the website.            PH to ask Dave Tristram if we can apply for any other alternative grants.            NF to contact BB to arrange meeting with SG in week of 28<sup>th</sup> June and invite him to participate in a Market House presentation.            NF/AL to contact Tom Banner at the Ledbury Reporter re. publicising views/contributions from public and about a reminder to people to complete the questionnaire.</p>	<p>NF PH  NF  NF&amp;AL</p>
<p><b>9. Next SG Meeting</b>            Wednesday, 23<sup>rd</sup> June, 1:30pm.</p>	