

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**

Meeting 43 – Wednesday, 23rd June 2021	
Present: PH; NF; AL	
1. Notes of Meeting 42 These were agreed.	
2. Royal Mail Delivery Some residents have still not received their consultation envelope delivered by Royal Mail (e.g. Victoria Road, Southend), while at least one address has received two envelopes. PH to complain and question whether business addresses/shops received the envelope.	PH
3. Organising Training with MB NF has organised two training sessions with MB for the people volunteering to input data from the paper questionnaire. These sessions will be on Tuesday, 29 th June and Thursday, 1 st July.	NF
4. Finalising 1st Consultations SG discussed and agreed to produce draft templates and emails to consult organisations/groups/individuals in 5 ways (see attached grid for details): a) Email with previous consultation responses asking to formally update earlier response (11 organisations/individuals). b) Zoom or face-to-face meeting (6 organisations/individuals) c) Template (with leaflet and questionnaire attached) for self-completion by organisations, asking for both general feedback and answers to specific questions (about 24 organisations). Templates to be sent via AP. d) Non-standard emails (with template and questionnaire attached) to be sent asking for both general and specific feedback (14+ organisations/individuals). Emails to be sent via AP. e) Standard email to be sent to remaining groups/organisations (about 60) to be drafted by AL. Emails to be sent via AP.	PH (10) NF (1) PH (6) SG (24) NF & AL (14+) AL (60)
5. Physical Presentations PH to confirm details of physical presentations to be held under Market House on 7 th July (2 – 6pm with SG present 2 – 4pm) and 14 th July (9 – 1pm). On each occasion, volunteers will be asked to help with a member of the SG present at each session. PH to organise with AP and seek volunteers. NF to draft email for volunteers. NF is to send boards to Olivia for her suggestions. It was also agreed that NF would simplify the leaflet text used on the boards and use A1 rather than A3 if possible for the associated maps.	NF & PH NF

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<p>A separate board will be produced to draw attention to the 'Call for Views'.</p> <p>Leaflets and questionnaires will be available to give out at the Market House presentations and some posters displayed.</p>	
<p>6. Press Release (v2) and Social Media</p> <p>SG agreed a press release should be sent to the Ledbury Reporter for Tuesday, 29th June to cover 3 matters:</p> <p>a) reminder to complete the questionnaire (with QR code)</p> <p>b) publicity for the 'Call for Views'</p> <p>c) details of the Market House presentations.</p> <p>There should also be 3 separate messages for Facebook and other social media. NF to draft press release and PH to liaise with AP</p>	<p>PH</p> <p>NF & PH</p>
<p>7. Contacts with Consultants</p> <p>SG discussed BB's first draft section of the NDP and agreed that NF and AL would look at the matters in red and send a response to BB.</p> <p>On PH's suggestion, it was agreed to ask MB to do a first analysis of the questionnaires received to date and then meet with BB.</p> <p>PH to reply to CT confirming that his section will be ready before 2nd July and that CT should therefore recommence work on Topic Paper 6 in week commencing 5th July</p>	<p>NF & AL</p> <p>NF</p> <p>PH</p>
<p>8. Next SG Meeting</p> <p>Thursday, 1st July 2:30pm</p>	