

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 58 – Thursday, 6th January 2022 Present: PH; NF; AL; CT.</p>	
<p>1. Notes of Meetings 53, 54, 55 and 56 These have now been agreed.</p>	
<p>2. Discussion with CT After discussion about where we are with the LVBA, CT agreed to send out the final version on the 13th January, provided she receives input from PH by the morning of 10th January. NF and AL to be copied in for comments. Title will be ‘LVBA January 2022’. Both figures and photos have to be in this final version. PH to send David Sparrey’s photos to NF urgently, so that she can forward them to CT, BB, MB, AL and Amy Howells. CT pointed out that the OS licence number has to be changed to 2022. Proposed changes to the figures/maps were discussed and noted by NF. It was agreed that, for the limited work involved, NF could liaise with CT’s former assistant for technical help.</p>	<p>PH NF & AL</p> <p>PH & NF</p> <p>AP?</p> <p>NF</p>
<p>3. Other Matters <u>Website:</u> SG discussed improving website accessibility, particularly for the supporting documents. It was agreed that the structure could not be changed, but that the heading ‘2.0 Communications and Consultation’ could be changed either to ‘Consultations and Supporting Documents’ or to ‘Key Consultation Documents’. The latter would involve changing ‘4.0 Key Issues’ to ‘Main Issues’. PH to consider further. <u>Consultation Timeline:</u> This is tight to commence on 17th January – the press release has to be sent on 11th January and printers want copy by 12th January at the latest. SG agreed to adhere to dates planned for the consultation events, but possibly delay the start of online consultation by a week i.e. commence 24th January. Final decision to be made at next SG meeting on 10th January. <u>Consultation Actions:</u> PH noted town centre map/information/photos needed by MB to complete the consultation boards and response sheet. PH to note all actions required for the consultation programme and issues to raise with AP on 10th January. AL suggested using BB’s email advice on the consultation process/tasks, including his example for statutory notice and offer</p>	<p>PH</p> <p>SG</p> <p>PH</p> <p>PH</p>

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<p>of 5 templates to cover various statutory and non-statutory consultees. SG to consider at next meeting. AL also pointed out need to comment on BB's Supplementary Paper so that it can go online. The remaining group/individual responses to the 1st consultation should also be online. NF to forward responses she has, so that PH can fill in the gaps and complete.</p>	<p>SG PH & NF PH & NF</p>
<p>4. Next SG Meetings 10th January 2022 at 11:00am</p>	