

# 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**

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<p><b>Meeting 59 – Monday, 10<sup>th</sup> January 2022</b>  <b>Present: PH; NF; AL.</b></p>	
<p><b>1. Notes of Meetings 53 – 57</b>          SG confirmed agreement of meeting notes 53 to 57 inclusive.</p>	
<p><b>2. Photos</b>          PH to send David Sparrey's photos to NF to jpeg them and forward to AL, MB, BB and CT.</p>	<p>PH</p>
<p><b>3. LVBA</b>          PH to complete LVBA work today and confirm LVSA is final.          NF to speak to CT's assistant tomorrow re. cost of her time to help with changes to figures/maps. SG agreed there was insufficient time to complete a PSA recommendations' map and PH would amend the LVBA report accordingly.</p>	<p>PH          NF          PH?</p>
<p><b>4. Consultation Timeline and Events</b>          After discussion, SG agreed to postpone the consultation period to allow time for the necessary work by LTC staff, BB and MB. Reg 14 consultation will now be from <u>31<sup>st</sup> January to 14<sup>th</sup> March</u>.          NF to contact MB and BB to update them and send them outstanding documents/photos/links as and when available.  <u>Dates for Consultation Events:</u>          The business event on 1<sup>st</sup> February and public events on Saturday, 5<sup>th</sup> and 12<sup>th</sup> February will be maintained. SG discussed holding the other two public events on 8<sup>th</sup>/9<sup>th</sup> February 15<sup>th</sup>/16<sup>th</sup> February or 1<sup>st</sup>/2<sup>nd</sup> March. Consecutive dates are easier for LTC to arrange, but the events don't have to be consecutive. Dates need to be clarified and agreed with AP and the WP contacted on 11<sup>th</sup> January in order to ask volunteers to commit to helping. NF had spoken to Paul and Beverley Kinnaird who will be able to help at weekday events and Diane Fullerton who can help at the Saturday events.  <u>Zoom Meetings:</u>          These were also discussed. SG agreed that there should be at least 2, one for business people at breakfast or lunch time on the 1<sup>st</sup> February or on another date to provide more choice. NF to email MB for her advice on the timing/date for the business zoom.          The second zoom would be for the public, with a third organised if there is sufficient demand.          PH to ask AP to select time for the public zoom.  <b>URGENT.</b> PH to meet with AP a.s.a.p. to fix consultation dates and discuss all tasks required for Reg 14 consultation, including BB's list of tasks and points already noted by PH.</p>	<p>NF          NF &amp; PH            NF            PH          PH</p>

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<p><b>5. Website</b>            PH to arrange date to sort out the website with Amy Howells. NF and AL offered to help which would require the use of PH's spreadsheet.            AP to be contacted (see above) about the work to update the website to ensure that it is fit for purpose by the 31<sup>st</sup> January. SG agreed a target date for completion, the middle of next week, i.e. 19<sup>th</sup> January.            After discussion, SG agreed to improve accessibility by changing the title 'Supporting Documents' to 'NDP Documents' and 'Communications and Consultations' to 'Key Consultation Documents'; 'Key Issues to be changed to 'Main Issues'.</p>	<p>PH  PH</p>
<p><b>6. Printing Work</b>            NF had obtained 3 quotes for printing of which Perpetua's is the best. PH to forward to AP. NF and AL are both able to collect the finished work from Newent.</p>	<p>PH</p>
<p><b>7. Library Exhibition</b>            NF to chase contact at the Library about this and also talk to people at the Barrett-Browning building. It was agreed that this is a more visible and accessible location and that, given the reasonable printing prices, we should try to organise 2 exhibitions, in the Library and the Barrett-Browning building.</p>	<p>NF</p>
<p><b>8. Press Release and Other Communications</b>            When a press release is prepared, it should be sent to the Focus before 8th February for inclusion in their March edition.            Posters should be produced, as was done for the 1<sup>st</sup> consultation. NF to ask BB for his 5 templates, which would be useful in the planned emails/letters for both statutory and non-statutory consultees</p>	<p>PH  SG NF</p>
<p><b>9. 1<sup>st</sup> Consultation Responses</b>            NF to send what she has done on the group/individual responses to PH for him to fill in the gaps. On completion, this should go on the website.</p>	<p>NF &amp; PH</p>
<p><b>10. Next SG Meetings</b>            Thursday 20<sup>th</sup> January at 10:30am</p>	