

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 60 – Thursday 20th January 2022	
Present: PH; NF; AL.	
1. Notes of Meetings 58 and 59 These were agreed.	
2. Consultation Plan PH's Consultation Programme, including a spreadsheet for volunteers to register to help, was agreed. PH to send to Hannah Tettero, all Councillors and members of the WP. PH to forward names to NF who will keep the master spreadsheet. NF estimated that we will need about 8 more volunteers. PH to contact MB, BB, CT and AP about the forms and documents needed for Reg 14, including the Response Form required by MB. She will complete her work over the weekend to have the boards ready by Monday, 24 th January. Links to be sent by PH to MB and BB as soon as they are available. PH also to send documents, correct dates and links to SB for their website.	PH PH PH PH
3. Website Amy Howells had made a number of changes and PH is liaising with her on further updating this week. PH has improved navigation on the website. Topic Papers will be located in more than one section. BB's Supplementary Paper to be looked at by NF and PH for agreement and inclusion as a Topic Paper. SG discussed documents still to go on the website (about 17 in all) to include MB's report on the Issues and Options' responses and its 3 appendices, and a document on group/individual consultation responses. NF to complete this and send to PH to fill in the gaps.	PH PH & NF NF & PH
4. Completion of LVBA CT knows deadline is Friday, 28 th January and is currently proof reading and talking to NF about the figures/maps. SG looked at proposals on footpaths and NF noted need to add the one proposed between near the Tennis Club and the centre of Parkway on the GI map.	NF
5. Printing PH to ring Perpetua and ask AP to place order. This should include ordering two sets of the A3 boards. PH to speak to Librarian in Ross about holding an exhibition at the Library. AL to follow up request for exhibition space at Co-op. PH to organise boards for physical consultation events with Hannah Tettero	PH PH AL PH

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<p>6. Press Release/Other Communications</p> <p>PH to draft press release over the weekend for the Ledbury Reporter, Focus (March copy), website and social media.</p> <p>PH to complete templates for statutory and non-statutory consultees to send to AP by early next week. These emails need to be sent to all businesses and community groups on the lists previously used.</p> <p>NF suggested having a display under the Market House at the time of the Big Breakfast (11th – 13th March).</p> <p><u>Posters</u>: SG agreed need for posters, mainly A4 for distribution as at the last consultation (about 50) and about 10 A3. AP to be asked to quote for both A4 and A3 size.</p> <p>SG also discussed need for hard copies to be left at certain locations (e.g. Council offices, Library, parish church). Parish church also to be asked if they would allow a larger display.</p>	<p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p>
<p>7. Zooms</p> <p>SG agreed dates for 2 zooms: Tuesday, 8th February 5 – 7pm and Wednesday, 23rd February 10 – 12 am.</p> <p>PH to check these zooms can be booked with AP and to use the boards as basis for a Power Point presentation. He suggested this would be followed by time for questions/comments from participants.</p>	<p>PH</p>
<p>8. Next SG Meeting</p> <p>Monday, 24th January at 2:30pm. (to include press release and posters - wording and quotes)</p>	