

# 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><b>Meeting 62– Tuesday, 1<sup>st</sup> February 2022</b>  <b>Present: PH; NF; AL.</b></p>	
<p><b>1. Notes of Meetings 60 and 61</b>          These were agreed.</p>	
<p><b>2. Urgent Actions</b></p> <p>i) <b>Press Release.</b> This was agreed. AP is prepared to send it out this evening and to Council sites. PH to contact her.</p> <p>ii) <b>Poster.</b> This was amended, agreed by SG and the QR code checked. PH to ask AP to print 50 copies, of which 10 to be laminated.</p> <p>iii) <b>Response Form.</b> In discussion with PH, MB has improved and updated this form. After testing by a couple of residents (before evening of Wednesday, 2<sup>nd</sup> February), SG agreed that the response form would be fit for purpose.</p> <p>iv) <b>Emails/Letters.</b> SG discussed three lists of contacts produced by PH: statutory consultees and others recommended by consultants; local organisations; individuals/groups consulted at 1<sup>st</sup> consultation.          PH agreed to assess which of the above organisations would receive email A (statutory consultees and others including developers) and which ones would be sent email E (local stakeholders, who we are inviting to consultation events and zooms). AL to forward draft emails (A, C (Severn Trent Water), D (Environment Agency), and E) for PH to update and send to AP with the correct lists asap.          Businesses (about 65 on address list) to receive email E as a letter. AP to be asked to print, NF and AL to address and stuff envelopes for 1<sup>st</sup> class post asap.</p> <p>v) <b>Website.</b> Amy Howells is carrying out the necessary work, to upload documents and remove others as required, with aim to complete all updating by Friday, 4<sup>th</sup> February pm. Several documents will appear in more than one location to ensure that they can be readily accessed.          SG agreed changes to the NDP Updating page. PH to send to AP for uploading and using as a 'news item' on the website home page, Facebook and Twitter pages.          Still to upload: Draft NDP; LVBA (and attachments); MB's Issues and Options work (full report, executive summary and appendices 1 and 2)          Still to complete: NF and PH to complete record of group/ individual responses to the 1st consultation.</p> <p>vi) <b>Documents to SB.</b> PH had already advised AP of the agreed documents and information to be sent to SB and will confirm and</p>	<p>PH</p> <p>PH</p> <p>SG</p> <p>AL</p> <p>PH</p> <p>NF &amp; AL</p> <p>PH</p> <p>PH</p> <p>NF &amp; PH</p>

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<p>send relevant attachments to AP to meet the deadline of 4<sup>th</sup> February.</p>	<p>PH</p>
<p><b>3. Other Matters</b></p> <p><u>i) Volunteers</u> NF pointed out that we are still short of volunteers to help, especially with afternoon sessions on the 15<sup>th</sup> and 16<sup>th</sup> February and setting up/dismantling on all the dates. PH to re-send request for help from councillors and ask if a member of staff might be interested in helping.</p> <p><u>ii) Collecting from Printers and Assembling Panels.</u> AL to ring printers and arrange collection from Newent as soon as the 12 A2 and 12 A3 posters are available. PH and NF to assemble all panels on Friday 4<sup>th</sup> February. Panels for Repair Café to be set up at 9:30am on Saturday 5<sup>th</sup> February in Community Hall by PH or NF. AL to collect at end of session and set up in Co-op foyer on Saturday, 5<sup>th</sup> February. These boards to be moved as necessary e.g. to Market House during the weekend of the Big Breakfast.</p> <p><u>iii) Publicity/Organisation of Reg 14 Events.</u> NF and AL to organise distribution of posters as soon as they are available. PH to ask AP to set up a 'Have Your Say' board outside the Council Offices in Church Lane. SG discussed supplying refreshments at the consultation events and decided this was unnecessary and probably unwise at the present time. NF to contact the Library about displaying hard copies of the NDP.</p>	<p>PH</p> <p>PH</p> <p>AL</p> <p>PH &amp; NF</p> <p>AL</p> <p>NF &amp; AL</p> <p>PH</p> <p>NF</p>
<p><b>Date of next meeting: TBC</b></p>	