

## 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 7 - Monday, 23<sup>rd</sup> November</b> <b>Present: PH; NF; AL</b></p>	
<p>Agreed SG notes for 16<sup>th</sup> and 17<sup>th</sup> Nov., with minor typos corrected. These and subsequent meetings to be numbered 5, 6 etc. Points from SG 6: Employment: SB to be asked who to approach about delivering strategic employment sites. Sensitive Areas: SG to discuss with BB location and more complete mapping of registered sensitive sites, as referred to in paras. 2.20 and 2.21 (Topic Paper 5)</p>	<p>AL SG</p>
<p>Meetings to be arranged: UBL – agreed agenda points and participants. Paul Kinnaird to be asked to arrange and sent agenda and template for consultative meetings. PH to send template to NF and AL for future use. Landowner re. recreation – PH to ask Nick Fish to contact landowner after UBL meeting. Other meetings in consultation phase: Medical Facilities meeting (on 24<sup>th</sup> Nov.); with the Canal Trust; with Market Town Investment Group (December?)</p>	<p>NF PH PH PH</p>
<p>Timeline and Funding: SG discussed target dates for completion of written work, grant applications and consultation stages. PH view: Consultation should cover all issues in full NDP, not just the settlement boundary. SG to ask SB and team at meeting on 3<sup>rd</sup> December. SG agreed that Awards for All be applied for at beginning of December and Locality Grant in 2 parts: one in early Dec. or early Jan; the other later. NF to propose funding timeline. PH to determine sums needed by particular dates, check with Dave Tristram and ask AP to handle the actual grant applications. NF to revise whole project timeline for comment and ready to send to WP members.</p>	<p>SG PH NF</p>
<p>Agenda for WP Meeting 1<sup>st</sup> December: SG agreed agenda and documents to be sent to WP members who still wish to be involved. AL to send agenda to PH before 25<sup>th</sup> November.</p>	<p>AL</p>

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Letter to Employers: AP and staff already in receipt of letter and planning distribution. PH has asked about total number of traders and their email addresses. Where not available, letter to be delivered by hand. AL and NF to help with this and addressing envelopes etc.	AL & NF
Filing: PH has produced spread sheet to show paper and electronic filing on website for public access. It's structured under 13 headings with topic areas (eg communications and consultation) and separate sections for agendas and meeting notes. PH to liaise with AP to send files to Olivia to update. PH also to discuss structure and accessibility with AP to ensure optimum public accessibility to large files. NF suggested changing 4.0, 'consultee groups' to 'consultation topics' and will feedback any other ideas.	PH
Next Meetings: Agreed that PH would try to arrange meeting with CT for 27 <sup>th</sup> Nov. or 26 <sup>th</sup> Nov.	PH
Next SG meeting – 4 <sup>th</sup> December at 4 pm.	