

## LEDBURY TOWN COUNCIL

### Notes of the Neighbourhood Development Plan Work Groups Communications & Consultation and Policies

held on Tuesday 12<sup>th</sup> January 2015 at 7pm in the Market House

---

**Present:** Councillors: Crowe, Barnes, Fieldhouse, Francis, Yeoman  
Local Residents: Ms L Turner, Mr C Ridler, Ms R Sharpe, Mr B Stump  
Mrs M Bradman – Note Taker

**1. Apologies were received from Mr G Holliday.**

**2. Declarations of Interest**

There were none.

**3. Agree Terms of Reference and Working Together documents and Agreement Signature Form.**

Members reviewed the Terms of Reference and Working Together documents which had been used by the NPWP.

See Appendix i (a) Previous documents used.

(b) NDP Work Group agreed documents.

**Recommendation to Full Council:** It was agreed that the Terms of Reference, Working Together documents and Agreement Form with amendments be adopted by Full Council.

**4. To accept briefing notes of 8th & 9th December 2015 as a correct record.**

Accepted with one amendment to 8th December briefing: Mr B Stump is unable to commit to the role of group leader.

**5. To receive updates**

**Policies Group:** Mr Stump gave an overview of progress made so far. Councillor Yeoman added that better progress will be made when the leaders of the sub groups are in place and can become experts in their areas.

See Appendix ii.

**Action: The Mayor to confirm leaders for each of the sub groups as soon as possible.**

**5 & 6 Communications & Consultation Group:** Ms Lisa Turner gave an overview of progress made so far and presented a Gantt Chart, Consultation Plan and a Communications Plan - see Appendix iii.

**Action: Ms Turner to add more detail and costing to both plans for presentation to the NDP Management Team meeting - date to be agreed.**

Ambassadors will be required to consult with hard to reach groups, members interested in carrying out the roles are: Cllrs Crowe, Barnes, Baker and Rebecca Sharpe. More volunteers are required to carry out various tasks for consultation events.

**Action: Maria Bradman to draft a press release for a call for volunteers.**

Imagine Ledbury website access is required in order to update the site etc.

**Action: The Mayor to request administration access from Mr Hadley and/or Councillor Harvey.**

There was some discussion around a Call for Sites. It was agreed that this should be carried out by the Consultant.

**Action: Maria Bradman to obtain costs from Foxley Tagg for the call for sites exercise to present to the NDP Management Team.**

**7. Any other matters relating to the Neighbourhood Development Plan:**

It was agreed that the Foxley Tagg contract will require an extension.

**Recommendation to Full Council: that the Foxley Tagg Planning Ltd contract be extended to 2018.**

**8. Date of Next Communication/Consultation & Policies Group Meeting:**

Monday 15th February 2016 7.00 pm in the TC Committee Room.

**Date of Next Policies Group Meeting:**

Monday 1st February 2016 7pm in the TC Committee Room.

**Date of NDP Management Team Meeting:**

To be arranged.

**Meeting closed 9.20 pm.**

**Appendix i (a), (b) - Terms of Ref and Working Together documents**

**Appendix ii - Policies Group update**

**Appendix iii - Communications & Consultation Group update.**