

**LEDBURY TOWN COUNCIL**

**Report from a meeting of the Neighbourhood Development Plan Work Groups**  
 (Communications & Consultation and Policies)  
 held on Tuesday 3<sup>rd</sup> May 2016 at 7pm in the Town Council Offices

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**Present:** Councillors: Crowe, Barnes, Eager, Fieldhouse, Yeoman  
 Local Residents: Ms L Turner, Ms R Sharpe, Mr L Cowan  
 Mrs M Bradman - Deputy Clerk

1. **Apologies** were received from Councillor Francis and Mr C Ridler, Mr B Stump
2. **To receive a brief report from the Consultations Team.**

Ms Turner informed the group that Friday 30th April was the closing date for receiving questionnaires; all those received so far had been input to the analysis spreadsheet and were ready to deliver to FTP. It was later agreed that the policies group should examine the questionnaires and make any necessary changes to the objectives prior to the delivery of the questionnaires to FTP. FTP would then be in a position to review both the questionnaires and the objectives. The NDP group is still on track to consult with the public on the policies and options stage from 27th June to 30th July.

**Action:**

- NDP Policies Group to review the objectives and policies in conjunction with the questionnaires and public comments; dates agreed for this exercise are 9, 16 and 23 May in the Town Council offices at 7pm.
- Questionnaires and reviewed objectives and policies to be delivered to FTP w/c 23 May, 2016.
- MB to ask FTP to confirm the time required to produce the material for the consultation event.

The group discussed the proposed planned consultation events put forward by Ms Turner and the following was agreed:

<b>Date</b>	<b>Description</b>	<b>Venue</b>	<b>Comments</b>
11 June	Community Day Town	Council offices	To raise awareness and advertise the upcoming Policies and Options public consultation period.
25 June	Armed Forces Day	St Katherine's Hall	Another exercise to raise awareness.
2 July	Public Consultation	Recreation Ground	
3 July	Public Consultation	Prince Rupert Green	
9 July	Public Consultation	Deer Park	

<b>Date</b>	<b>Description</b>	<b>Venue</b>	<b>Comments</b>
15 July	Business/Traders Breakfast	Community Hall	
16 July	Public Consultation	Community Hall	
23 July	Public Consultation	Community Hall	
25 July	Traders Association		

Ambassadorial consultations with hard to reach groups i.e. the elderly, youth and disabled will also be carried out.

**3. To receive a brief report from the Communications Team.**

Building of the new website is now underway. It was agreed that advertising for the public events and invites to the Business/Traders Breakfast should be distributed from 1st June.

**Action:**

- MB to send R Sharpe wording for advertising the events on the website and on social media.

**Recommendation to Full Council: That the Clerk, in consultation with the Town Mayor, be authorised to approve expenditure up to £5,000 from the approved budget line for the Policies & Options public consultation events.**

**4. To receive a brief report from the Policies Team.**

Councillor Yeoman presented the report of the policies meeting held on 26 April.

**Action:**

- MB to follow up on actions to FTP, H&G Canal Trust, chase playing field assessments and obtain the latest S106 list for Ledbury from HC.
- MB to obtain maps from HC showing the primary and secondary shopping areas.
- Cllrs Barnes and Crowe to arrange a meeting with JMHS and Ledbury Primary School, asap, to confirm their plans for the future.

**5. To agree next steps.**

As above.

**6. Date of Next Policies Group Meeting:**

Monday 9, 16 and 23 May 2016 7pm in the TC Committee Room.

**Date of NDP Group Meeting:**

Tuesday 31st May 2016 7pm in the TC Committee Room.