

LEDBURY TOWN COUNCIL

Neighbourhood Development Plan

Communications & Consultation Briefing Notes 8th December, 2015

Present: Cllrs Barnes, Bradford, Crowe, Eager, Francis, Fieldhouse, Yeoman and Bill Stump, Rebecca Sharpe.

also Present: Sally Tagg and Andrew Jones, FTP
Karen Mitchell and Maria Bradman

Apologies: Cllr Mackness

The purpose of the meeting was to bring those who wanted to be involved in the Neighbourhood Planning process up to speed. Sally explained the purpose of the Neighbourhood Plan and how it would be used by planners within the 3 tier system. It was stressed that the group would be building on what had already been achieved.

Points agreed:

- Members agreed that the group leader will be Lisa Turner reporting to FTP and liaising with Maria Bradman. FTP to report to Full Council as and when necessary. Lisa Turner to attend group leader meetings as required.
- A meeting was arranged for **Tuesday 15th December** in the Town Council offices to work through a Gantt Chart of tasks and work schedule.
- The Communications and Consultation group would be required to form draft action plans. The group to provide FTP with the draft Communications and Consultation plans by **6th January, 2016**. A meeting was scheduled to be held on **12th January** to discuss and agreed the action plans.
- All meetings with FTP and Sam Banks, HC Neighbourhood Plan Team Leader to be arranged by Maria Bradman.
- All communications and amended/edited documents, headed with the date and editors name, should be sent to Maria Bradman to bring to meetings, circulate or add to drop box/document library. All documents should be headed 'Draft subject to community consultation'.