

## LEDBURY TOWN COUNCIL

Neighbourhood Development Plan  
Communication & Consultation Group  
Meeting Minutes Monday **30th March, 2016**  
at 7pm in the Town Council Offices

---

Attendees: Cllrs Crowe, Barnes, Fieldhouse, Mackness  
Local Residents: Lisa turner, Bill Stump

Apologies: Cllr Yeoman, Maria Bradman

Attendees to 1<sup>st</sup> April & 2<sup>nd</sup> April – rota for the events updated by those present. More volunteers required.

- Rebecca is to confirm if she can do some on Saturday especially when we are slightly light between 12 – 3pm.
- Bill has kindly offered to meet and greet.
- I will message Claire Collins to see if she is available to help and perhaps Maria could you contact Ian James and Chris.
- All were happy with the briefing notes.
- Maria to email round to confirm where everyone is meeting – I did say St Katherine's as Mark was bringing everything over but could be wrong so confirmation needed.
- Who was going to ensure tea, coffee, sugar, milk etc were ready for the day.
- Maria had a admin box to take to event with stationery bits in – does it have enough pens in it?

### Questionnaire

- All were happy with questionnaire, two points noted.
  - Bob Barnes questioned EE1 – should people tick individually a – j or as a whole. We all agreed it didn't matter as when it came to analysing a few extra columns wasn't an issue.
  - Bob Barnes also noted that CL2 & CL6 reference a map – are we going to ensure these maps are available for people to view.

### Questionnaire Protocol

- All agreed it was best to have no packs but just individual questionnaires at each table
- By doing that it would be easy to number them HO1, HO2, TR1 etc and that a spreadsheet with registration number and who issued it would be easier to manage and number if per a section.
- All thought it would be a good idea to have a box at the exit for questionnaires so that people felt it was anonymous, some people prefer this.
- Usage of copier paper box would be ideal or something similar.
- Pack questionnaire to be used for Ambassador work and can be issued to each person doing this with a sheet so they can number, perhaps for each person start with a 5 or 6 or 7 so they can be identified as Ambassador packs.