

LEDBURY TOWN COUNCIL

Neighbourhood Development Plan
Communication & Consultation Group and Policies Group
Meeting Minutes Monday **15th February, 2016**
at 7pm in the Town Council Offices

Present: Councillors A Crowe (Chairman), R Barnes, M Eager, K Francis N Morris and R Yeoman.

Local Resident: Ms L Turner, Mr B Stump, Miss R Sharpe, Mr C Ridler

Also Present: Mrs M Bradman - Deputy Clerk

1. Apologies

None received.

2. Communications and Consultation Work Group Update

Members received a brief update from Ms Turner on the progress made so far by the Communication & Consultation work group. A consultation plan had been submitted to Foxley Tagg for comments. Following discussion,

it was agreed that:

- i) NDP Work Group provide Foxley Tagg with some work on the consultation story boards and questionnaire in respect of issues that need to be covered by the questionnaire.
- ii) Foxley Tagg produce the material for the consultation story boards and questionnaire.
- iii) Consultation period to start from 1st March with an information event at Ledbury Primary School on 1st and 3rd March by the Communication and Consultation Group. During March, ambassadors will visit hard to reach members of the community with questionnaires. The main consultation event will take place in St Katherine's Hall on 1st and 2nd April. Members present agreed to be available for the event across both days. Business Breakfast on 8th April to be held in the Town Council Offices. Ambassador to attend the Traders Association meeting on 25th April. The consultation period will end on 30th April.
- iv) Website - The Mayor reported that she had requested access to the Imagine Ledbury website but had had no reply. Deputy Clerk tasked with setting up a web page with Miss Sharpe to produce a page design.
- v) Deputy Clerk to produce a leaflet of events to advertise in the Ledbury Focus for 1st March issue and to hand out at the Primary School information evenings.

3. Policies Work Group Update

Councillor Yeoman asked that policy heads have their sections reviewed for discussion at the next meeting to be held on **29th February at 7pm in the Town Council Offices.**

Recommendation to Full Council: That the Clerk, in consultation with the Town Mayor, be authorised to approve expenditure within a budget sum of £3,500 for the purchase of consultation materials.