

## LEDBURY TOWN COUNCIL

Neighbourhood Development Plan  
Management Team Meeting Minutes

**Monday, 4th April, 2016**

at 6.30pm in the Town Council Offices

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**Present:** Councillors Crowe (Chairman), Yeoman

**Local Resident:** Ms L Turner

**Also Present:** Mrs S Tagg, Foxley Tagg Planning  
Mrs M Bradman - Deputy Clerk  
Mrs K Mitchell - Clerk to the Council

### 1. **Apologies**

All members were present.

### 2. **Declarations of Interests**

No interests declared at this point in the meeting.

### 3. **Members received updates from:**

#### **Communications and Consultation Group**

Ms Turner gave a brief verbal report on progress made so far. Cllrs Crowe and Yeoman gave feedback on the previous weekend's Vision & Objectives consultation event. The consultation period will continue until 29th April. A business breakfast will be taking place on Friday 8th April and another is planned for 21st April. Ambassadorial work will continue through the consultation period informing the hard to reach groups within the community.

**Action: FTP to produce information packs for ambassadors to use.**

### 4. **Policies Group**

Councillor Yeoman gave a verbal report informing members that work on the policies is ongoing. The group will make a start on collating the information gathered from the questionnaires filled in at the recent consultation event.

**Action: Cllrs Crowe, Fieldhouse, Rebecca Sharpe and Lisa Turner are to collate the questionnaire results for submission to FTP.**

**Action: FTP will produce the summary report.**

### 5. **Call for Sites**

Sally Tagg informed the group that there had been some response from landowners and that each site would be assessed. The outcome of the exercise will be available for the public to view at the next consultation event.

**6. Presentation of slides for Business Breakfast**

Sally Tagg presented her ideas for the forthcoming presentation for the Business Breakfast. The group agreed the presentation.

**7. Policies & Call for Sites Consultation Event**

The next consultation event would include the outcomes of the Vision & Objectives consultation, the draft policies and the outcome of the Call for Sites. The group discussed the timeframe required to prepare the material for the event.

**It was agreed that the next consultation period will run from 27th June to 22nd July for Policies, Call for Sites & Options. The Draft Plan Consultation is planned for the end of September/beginning of October.**

**It was agreed that the June 11th Community Day would be utilised to publicise the next consultation event with information being available in the Council Offices.**

**8. FINANCES****Budget**

Members received a copy of the current budget sheet.

**Grants**

The Deputy Clerk informed members that the A4A End of Grant report had been submitted for the full £10,000 and confirmation from A4A grants team would be received within two weeks.

The Deputy Clerk will investigate the Localities Grant pot of £8,000 and will apply for the grant, if the criteria allows.

**9. Any other matters relating to the Neighbourhood Development Plan.**

Cllr Crowe informed members that the login details for the Imagine Ledbury website had still not been given to the Town Council, despite repeated requests.

**Recommendation to Full Council: that a new domain and website is purchased and that the branding will change from the 'Imagine Ledbury' logo to the Town Council logo.**

**10. To agree the date of the next group meeting and management meeting.**

A joint NDP Communication/Consultation, Policies and Management Group meeting is scheduled to be held on Tuesday 3rd May, 2016 in the Town Council Offices at 6.30pm.