

**LEDBURY TOWN COUNCIL****Report from a meeting of the Neighbourhood Development Plan Work Groups  
(Communications & Consultation and Policies)  
held on Tuesday 31<sup>st</sup> May 2016 at 7pm in the Town Council Offices**

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**Present:** Councillors: Crowe, Barnes, Eager, Fieldhouse, Francis, Morris, Yeoman  
Local Residents: Ms L Turner, Ms R Sharpe, Mr L Cowan, Mr Phillip Howells.  
In attendance: Mrs M Bradman - Deputy Clerk  
Mrs S Tagg - FTP Consultant

1. **Apologies** were received from Councillor D Baker, Mr B Stump
2. **Declarations of Interest**  
None received.
3. The report of the meeting held on 3<sup>rd</sup> May were confirmed as an accurate record.

**Call for Sites Presentation**

Sally Tagg of Foxley Tagg Planning gave a power point presentation on the outcome of the recent Call for Sites. Thirteen parcels of land were submitted by various land owners which have been evaluated, each of them for policy restrictions, physical constraints, potential impacts and overall sustainability. Only 8 of the 13 parcels of land would be considered to be viable/sustainable for either housing or employment uses in terms of the evaluated criteria. The presentation was detailed and members were able to ask questions throughout the presentation.

**4. Reports from Ambassadors**

Sally Tagg requested reports from the ambassadors of their consultations with hard to reach areas of the community to accompany those that she had already received, so that FTP could bring the vision and objectives consultation to a conclusion with a summary. Lisa Turner explained that most of the information was within the consultation analysis spreadsheet.

**Action:** Lisa Turner to confirm all the consultation event dates with Sally Tagg

**5. To discuss and agree materials required for the consultation and how it will be presented:**

- a. To cover proposed Policies and Call for Sites.

**Action:** FTP to produce information for the policies and call for sites on display boards as per vision & objectives consultation; it was generally felt that this best suited the information, using visuals as well as words.

- b. To discuss and agree questionnaire content for the consultation

**Action:** FTP would produce the questionnaire as per the previous consultation.

- c. To discuss and agree consultation event planning and logistics

- Martin's Way
- Prince Rupert Green
- Deer Park
- Recreation Ground
- Community Day
- Business/traders breakfast

**Action:** It was agreed that the Communications and Consultation group should meet on Tuesday 7th June to discuss the event planning and logistics.

d. Agree invitation list, wording and logistics

**Action:** It was agreed that the layout and wording of the previous invitation for the business breakfast should be used and that members would email Maria Bradman with a list of businesses for the 'breakfast' invite list. The lists will be collated and agreed at the meeting on 7th June. Invites should be sent out by 15th June.

e. Ambassador work - who, how, when?

Following discussion it was agreed that an A4 book with laminated pages should be used for both ambassador visits and the consultation events being held on the communal green areas in town. This would solve the issue of transporting and displaying boards on uneven ground.

**Action:** To be discussed and agreed at the 7th June meeting. Lisa Turner will then confirm with Sally Tagg a list of ambassador visits. Sally Tagg and Deputy Clerk to liaise over the production of the ambassador's information book based along the same lines as the previous consultation.

**6. To discuss and agree advertising for the consultation, when, where, how?**

Following discussion it was agreed that an advert be placed in the Ledbury Focus (July issue), on facebook (Voice of Ledbury, LTC pages), on LTC's website and the new NDP website listing all the dates and venues for the events. Members took the opportunity to thank Rebecca for setting up the new website which all agreed looked professional.

**Action:** Maria Bradman to liaise with Sally Tagg re timings.

**7. To discuss the best way to approach the request from Wellington Heath re the pathway to Ledbury.**

Following lengthy discussion it was agreed that the pathway should be walked and assessed. Mr Howells volunteered to walk the pathway and to take photos. It was agreed that the report and photos be presented to the next Environment & Leisure Committee meeting on 30th June for discussion and decision on how to move forward, in the context of the emerging Neighbourhood Plan and more generally.

**Action:** Mr Howells to furnish Maria Bradman with the report by 15th June.

**8. Malvern Hill AONB Partnership consultation – Colour Guidance (in relation to materials used in new development)**

It was suggested that a written response to the partnership be prepared and to ensure that cross reference between the NP and its proposed policies dovetail with the proposed Colour Guidance.

**Recommendation to Full Council: That in order to meet the 1<sup>st</sup> July response deadline, authority to comment be given to the Economic Development and Planning Committee for its meeting on 23rd June.**

**9. Next steps - FTP will explain the next stage of the process following the Policy and Call for Sites consultation. (June 27<sup>th</sup> – July 22<sup>nd</sup>)**

Sally Tagg informed the group that once the next round of consultation had been concluded a re-evaluation of policies and options for sites taking account of the outcomes from the consultation will take place and FTP will produce a summary document of the consultation outcomes. Work will then start on writing the draft plan.

**10. Date of next meeting.**

NDP Communications & Consultation Group meeting - Tuesday 7th June, 7pm in the Town Council offices.

NDP Joint Group meeting - Monday 13th June, 7pm in the Town Council offices.

**Meeting closed 9pm**