

## LEDBURY TOWN COUNCIL

### Report of a Neighbourhood Development Plan (NDP) Working Group Meeting held on Thursday, 15<sup>th</sup> June 2017 at 7.00pm

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**Present:** Councillors: M Eakin, A Crowe and E Fieldhouse  
Local Residents: Ms L Turner, Mr P Howells, Ms R Sharpe and  
Mr W Stump  
In attendance: Mrs K Mitchell, Clerk to the Council  
Mrs B Stump, Clerical Officer:

#### **1. Apologies**

Apologies were received from Cllrs R Barnes, M Eager and J Simpson; and from local resident Mr R Yeoman.

#### **2. Declarations of Interest**

None declared.

#### **3. Minutes**

Members considered the report of the meeting held on 7<sup>th</sup> June 2017 which was accepted as a true record.

#### **4. To review the Draft Plan**

Cllr Eakin, a new member of the group, was given a copy of the Draft Plan for review and comment. Members deferred this review to ensure that the version included all the amendments since the SEA consultation, showed all the Members' comments and gave Cllr Eakin time to study the Draft Plan.

#### **5. To review Photographs**

Members agreed that images showing more shops and local businesses be included. Members particularly liked the Town Plan images and as Ledbury Town Council must own the copyright, some would be considered for inclusion. Cllr Barnes had forwarded a draft front page compilation for consideration. Members would also take more photographs.

#### **6. To approve the Consultation leaflet and consider printing quotes**

Members reviewed the draft A5 flyer once more, as there had been a suggestion of issuing different flyers to three target groups: residents, business & community groups. It was decided, however, that one flyer be issued, with the photographs inserted as they stand, and with the text slightly amended. Rebecca Sharpe and Lisa Turner would compile the questionnaire to go on the reverse, a version of which had already been issued in past

consultations. This would be submitted to the consultant for comment. The method of ensuring that data protection of those responding be addressed, and the prevention of multiple copies was discussed.

Distribution of the Flyer was discussed, and it was suggested that emails attaching the flyer be sent to business contacts approached in former consultations, and similarly with community groups.

Following the quote from Royal Mail for its Door to Door service @ £500 + VAT, Cllr Fieldhouse will contact the *Focus* to discuss inclusion of the flyer with their deliveries. It was agreed that a half page advert be placed in the *Ledbury Reporter* and Cllr Fieldhouse would request a quote for 4 August inclusion.

Approval from Full Council would be sought to disburse money on the Reg 14 Consultation activities.

**Recommendation: That the quote from PIP Printing & Marketing Services for the production of the A5 Flyer for Reg 14 Draft Plan Consultation be forwarded to Full Council for approval in the sum of £141.62.**

**7. To review actions required before Consultation**

Members reviewed the tasks required and discussed progress.

**8. To review the consultant's requirements**

Members reviewed the Consultants Delivery Schedule.

**9. Correspondence**

An email had been received from Westons Cider regarding land proposed in the Call for Sites. Lisa Turner would be contacting the consultant to establish the best way of dealing with the response.

**10. To consider any other matters relating to the Working Group**

Grant funding was discussed and the Gantt chart would be amended to reflect a more likely timescale for the commencement of Reg 14 consultation of the Draft Plan. Dates for the possible submission of the Draft Plan for approval by Full Council were also discussed. The Clerk would ensure that the website was up to date with the relevant documents.

**11. Date of Next Meeting and items for the Agenda**

A meeting would be held on Tuesday, 20 June 2017 at 7pm in the Town Council Offices for a review of Phillip Howell's work on footpaths.

The meeting closed at 10.00pm.