

Neighbourhood Plan Steering Group

Tuesday 13th August 2019 at 7pm
Council Chambers, London Rd, Halesworth

Minutes

There were present: Charlotte Slater, Joyce Moseley, Keith Greenberg (in the Chair), Cllr Tony Allen, David George, Emma Healy, Barnaby Millburn and Phillippa Welby (secretary)

1. Apologies - None
2. Minutes from the previous meeting – The minutes were agreed.
3. Matters arising from the minutes – Cllr Wollweber had agreed to write the history section of the Plan for the group. **TA to ask DW if he could finish it by the end of September.** The results of the People & Places survey should be received by end of September. Cllr Lewis has agreed to be the finance officer of the group and will oversee the accounting process. **PW to send formal invitation to RL asking how she would like to administer the process. Also invite Cllr Wollweber and Cllr Lewis to the September meeting.** EH reported that Eric from the Apollo Youth Centre paid for the pizzas for the youth engagement session. **PW to send Eric a formal thank you on behalf of the NP group.** BM and KG asked to see the reply from SCC regarding a secondary school in Halesworth. **PW to send.**
4. Terms of Reference revision – The revised terms of reference were agreed by the group and will now be discussed by the Town Council.
5. Reports / updates
 - Funding incl. Locality & AECOM technical packages update – The Housing Needs Survey report from AECOM arrived on Friday. **Group to read and forward comments to KG by 23rd August.** There is a meeting on the 23rd August to discuss the Design Code technical package. Any of the group are welcome to attend. **KG will forward the email from Navigus showing the programme of work.**
 - Meeting with HTC Chair and Finance Chair (incl. future working together) – At a meeting with Cllr Wollweber and Cllr Lewis they gave their support to the NP and think that it is a vital process for the town.
 - Employment sites meeting and "People & Places"- A meeting was held with Cheryl Willis the ESC economic development officer regarding the Maltings site. There will be a follow up meeting on the 30th August with Cheryl, Ruth Bishop (ESC senior planning and policy officer) and Dickon Povey (ESC principal planner) to discuss the site further and the possibility of listing it as a non-designated heritage asset.
 - Site identification work (BM) – **KG to ask Navigus for a map of potential development sites. BM to resend list of potential sites to the group.** KG reported on the possible closure of business units in Miles Ward Court and redevelopment as accommodation for the over 55s. **KG to talk Cheryl Willis (ESC) about this potential loss of employment sites.**
 - Consultation with schools - update and NPSG future representation with BHS – Group members lead a consultation session with children at Edgar Sewter primary in years 5

& 6. There were 84 responses to the survey which contained some interesting answers to the questions. The most pertinent issue to the children was traffic, especially around the school. They are also concerned that Halesworth should do it's best to become an eco-town in the future. **CS will write a summary of the event and email to the group. She will also provide feedback to the school.**

DG has tried with no success to engage Bungay High School. He will attempt contact again in September using the current year 7s from Edgar Sewter as a possible lead in.

- additional survey work (business groups / Chinny's) – CS has inputted all the children's response in to Survey Monkey and the one gained by JM at the business group meeting. **DG will pass the responses gained from Chinny's to PW to input.**
 - Tourism Group - feedback and NPSG future representation – JM will attend the September meeting of the Tourism and group and has asked that a possibility of Halesworth having a larger hotel be on the agenda.
 - Apollo Youth Club event – This was a successful event with lots of feedback gathered in a creative way. The boards are currently at the Apollo Youth centre and the consultation will continue whilst the activity days are running. **EH will summarise the event and email to the group.**
6. Vision & objective consultation – **Group to meet on the 2nd September at 2pm at the Council Offices to discuss the vision and objectives prior to the Navigus meeting on the 18th September.**
 7. Communications / logging consultation work / project programme – **EH will write a communications strategy as to how best to consult on the Vision and Objectives for the group and an HCN article for the September issue.**
 8. Other actions required - none.
 9. Correspondence – none.
 10. Date of next meeting – 18th September 2019 at 6.30pm