

Neighbourhood Plan Steering Group

Held on Wednesday 17th January, 2018 at 7pm
Day Centre, London Rd, Halesworth

Present: Cllr Keith Greenberg, Emma Healey, Barnaby Milburn, Tony Allen, Joyce Moseley, Bob Shiers, Charlotte Slater, Rob Roy, Judith Bartlett, Peter Bartlett.

In Attendance: Nick Rees (Town Clerk)

Minutes

1. Apologies: Cllr David Thomas, Jane McGeehan, Michael Fagg.
2. The minutes of the meeting held on the 20th December 2017 were accepted as a true record.
3. Matters arising from the minutes. Barnaby Milburn introduced himself to the group and explained that he was an Architect by profession and was Director of Aldeburgh Cinema. There were no other matters arising.
4. Key officer roles; It was RESOLVED that the group elected Cllr Greenberg as the Chair. It was then RESOLVED that the group elected Joyce Moseley as the Vice Chair. The roles of Secretary, Communications / Media Officer and the Treasurer were less straight forward. There were no nominations or volunteers for the role of Secretary. The Clerk suggested moving on and this would need to be reviewed again later. It was then RESOLVED that **Peter Bartlett** would take on the role of Treasurer after it was noted that the Clerk would need to keep separate records for the group anyway and therefore they could liaise to produce reports for the group. It was RESOLVED that Emma Healey would take on the role of Communications officer. This would involve preparing press statements and news updates but the Clerk's office would send them out. It was then agreed there should be another position for project planning and risk management, and it was RESOLVED that Rob Roy would take on this role.

Emma Healey offered to check whether any of her volunteer contacts might be interested in the secretarial role and this was agreed.

Action:- Emma Healey to seek a volunteer for the secretarial role.

5. Geographical area and scope of the Neighbourhood Plan. The group considered that Holton should be included in the plan as it was such an integral part of the geographical area. The Chair had previously contacted Holton Parish Council but initially they had declined to be involved as they had no spare capacity at this stage. However, the group discussed ways in which Holton could be involved or represented. It was noted that this would be difficult without Holton Parish Council's approval and involvement. Cllr Greenberg offered to contact the Chair of Holton PC but would refer to Jo McCallum first to see what the legal requirements were.

Action:- KG to contact Jo McCallum and the Holton PC Chair.

6. Prioritising objectives. The Chair conducted an ideas session using a flipchart to cover as many subjects as possible that could be included in a Neighbourhood Plan. Below is a summary of the subjects discussed.
- a) Housing: Types and mix of houses, social housing, rent/ private balance, shared ownership, etc.
 - b) Environmental issues.
 - c) Live/Work units. Business units designed with living accommodation above.
 - d) Infrastructure: eg. roads, drainage / sewerage, energy sources, telecoms, national & locally run broadband, parking.
 - e) Business development & employment
 - f) Business resilience (level of trade, owners retiring, change of ownership, change of use etc.)
 - g) Tourism, selling the attractiveness of the Town, “branding”.
 - h) Academic and vocational education and skills development for all ages,
 - i) Pre-school resources / Children’s Centre
 - j) Youth & after-school facilities (eg, youth club, guides, brownies, scouts, cubs etc
 - k) Health resources.
 - l) Recreation & Culture
 - m) Transport
 - n) Inclusivity, reaching out to minority groups.
 - o) Community spaces
 - p) Volunteering
 - q) Pedestrianisation

It was agreed that once the list is complete it will sent on to Rob Roy for draft project planning and risk assessment.

Action:- Keith Greenberg & Nick Rees to agree draft minutes and potential areas of interest for the Neighbourhood Plan and on the basis of the latter, Rob Roy to consider implications for project planning and risk, with draft ideas being presented at the next meeting.

7. Capacity for achieving objectives / thematic group work. This item would be considered at a later meeting.
8. Project planning. This item would be considered in more detail once Rob Roy had drafted a plan.
9. Public consultation / Town Forum / identifying and reaching underrepresented groups. It was agreed that the Chair & Emma Healey would produce a news article for the February Halesworth Community News.
10. Reporting requirements. This item would be considered at a later meeting.
11. WDC Service Level Agreement. This item would need to be considered at a later meeting.
12. Next meeting: Thursday 22nd February, 2018 at 7pm. Venue:- London Road Building (day centre room)