

Neighbourhood Plan Steering Group

**Wednesday 14th November 2018 at 6.30pm
Day Centre, London Rd, Halesworth**

Minutes

There were present – Keith Greenberg (Chair), Tony Allen, Emma Healy, Charlotte Slater, Barnaby Millburn, Bob Shiers, Emma Healy and Phillippa Welby (secretary)

AGENDA

1. Apologies – JM.
2. This meeting was primarily to discuss the layout and wording of the questionnaire before release. It was agreed to take out the question 'are you employed in Halesworth' to allow more space and add please continue on a separate sheet if necessary. This would not be needed on the on-line version as the box expands as you type. It was also agreed to exchange the words 'in 15 years' time' to 'in the next few years.'
Other sentences were changed/replaced to:
'it must be taken in to consideration when future planning decisions are made'
'issues like flooding'
'It cannot prevent potential development already set out in WDC's Local Plan but can influence it'
'A group of local residents supported by HTC are...'
The word Neighbourhood needs to be added to Halesworth Plan in the 2nd to last paragraph.

A hyper link to WDC's local plan would be added in the on-line version.
An email address and phone number would be added to the paper version plus the Council website and Council Facebook page.

EH will redraft the leaflet and send it round to the group for a typos check.
3. The costs for printing were discussed. TA found Solopress would print 2000 copies and fold them for £90. EH will check the price with the printer used for the original leaflet. The group decided it would also order 30 leaflet holders to keep the leaflets tidy and visible in shops. TA found 30 leaflet holders for a price of £52.68. The group thought the purchase of these could be justified as they would be used throughout the process.
4. The collection points for people to leave their completed paper copies were decided on as the surgery, the Council office, Library, Post Office, Men's Shed and Halesworth Book Shop.
5. MF's wife had volunteered to design a logo for the group that could be printed on to labels for the fronts of the leaflet holders with 'Please take one'. EH said the designer of the original leaflet had also some ideas for a logo.
6. It was agreed the target for obtaining the printed questionnaires and holders was Wednesday 21st November and they should be distributed throughout the remainder of the week.