

## Neighbourhood Plan Steering Group

Wednesday 15<sup>th</sup> May 2019 at 7pm  
Council Chambers, London Rd, Halesworth

## Minutes

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

1. Apologies – Emma Healey
2. Minutes from the previous meeting 17<sup>th</sup> April – These were agreed.
3. Matters arising from the minutes – JM has contacted the Apollo Centre and trying to liaise with Eric regarding running a session with the youth club. She suggested that the group needs to look at other ways of interacting with the younger residents of Halesworth. JM and KG are meeting Chris Bowden of Navigus on the 3<sup>rd</sup> June at the Council Offices to discuss next steps. CS has contacted Edgar Sewter Primary school and they are happy to involve their year 5 and 6 pupils in a session either lead by group members or teachers. KG has submitted an expression of interest of funding to Locality.
4. Role of chair – The group were agreed that although KG was no longer a Cllr it was appropriate that he remain Chair of the NP group.
5. Reports / updates
  - a) Update of Station sites meetings / related communications – JM went to see the Kings site owner and he has agreed to meet with the owner of the station workshop site, Cheryl Willis from the economic development dept. at ESC and NP group members to discuss the future of the site. Cheryl Willis is arranging the meeting. The group discussed parcels of land that were undocumented and did not feature in the LP. **Action BM to identify land parcels and report to the group.**
  - b) Tourism Group workshop and AGM – the reports from DG had been circulated prior to the meeting. The Tourism Group are looking to centralise the information about Halesworth on one website. **Action DG to contact the Communications Committee at HTC regarding using the Council website/events calendar.** It was suggested that the NP group use the Tourism Group for feedback. DG agreed to stay as the NP rep on the Tourism Group.
  - c) Proposed Navigus meeting – As discussed in matters arising KG and JM have a meeting with Chris Bowden from Navigus on the 3<sup>rd</sup> June.
  - d) Navigus workshop invitation – **Actions: KG will check to see if he is able to attend.**

- e) Log book (record of meetings / consultations / events) – The activity log has been started and CS agreed to be the group member to update this. **Action group members to send records of any activities undertaken for the NP group to CS.**
- f) Locality registration & funding update – As already discussed in the matters arising KG has submitted the expression of interest to Locality. The group agreed to ask for £6000 of the £9000 available.
6. Review of Debenham NP Chair's talk / draft NP structure – The group agreed that it was interesting to hear the process of Debenham's NP. Their situation is slightly different from Halesworth in that their District Council has no LP so it became very important to have a NP as soon as possible. This also meant that their plan is very detailed. The group agreed that the Halesworth one does not need to be as in depth. JM's draft structure for the plan had been circulated to the group members. TA suggested asking people for local photographs to include in the plan. **Action TA to contact local photographers to ask for permission to use their photos of Halesworth.** TA also suggested that Cllr Wollweber be contacted regarding the history section of the plan. **Action TA to contact Cllr Wollweber.**
7. Logo development – The group agreed to ask the designer of the wooden town sign if it is possible to use that image on all NP material. **Action PW to email designer of sign.**
8. a. NPSG recruitment strategy – TA suggested that an invite is sent to a couple of other Cllrs to join. In particular, Cllr Chadwick is in the age demographic of one of the groups the NP group has identified as under-represented. In addition, it may be helpful to ask either the Chair of Planning, or one of the Planning Committee members. The latter will be discussed again next month. **Action: TA to ask Cllr. Chadwick if he would join the full NP group or, alternatively, work with it on children / young people issues.**
- b. Continued Consultation - The NP group has identified four under-represented group, these being younger children, teens and twenties, families and the oldest residents. **Action CS & DG to organise a session at Edgar Sewter school for years 5 and 6. Action JM to contact Louise Thomas at ESC about accessing other youth groups in the area and also to contact the Halesworth Women in Business group. Action DG to continue to contact Bungay High School to take part in a session. Action EH to use Volunteer Centre to contact with oldest residents if possible.** It was suggested to use Chinny's to target working families either with a specific session or to canvas people already in the place. **Action DG to contact Chinny's to ask the best way to proceed. Action KG to liaise with Halesworth Business Connections and possibly run a session with them.**
9. Other actions required – JM had circulated an email she intended to send to the Planning Strategy Manager at SCC regarding the secondary education in Halesworth. The group agreed that the email should be sent.
10. Correspondence – dealt with within the meeting.
11. Date of next meeting – 19<sup>th</sup> June 2019