

Neighbourhood Plan Steering Group

**Wednesday 17th April 2019 at 7pm
Council Chambers, London Rd, Halesworth**

Minutes

There were present: Keith Greenberg (Chair), Charlotte Slater, Emma Healey, Joyce Mosely and Phillipa Welby (secretary)

1. Apologies – David George, Tony Allen, Barnaby Millburn and Bob Shiers
2. Welcome to Debenham Neighbourhood Plan Chair -KG welcomes Steve Palframan from Debenham Parish Council and Neighbourhood Plan group.
3. Minutes from the previous meeting 15th March – The minutes were agreed.
4. Matters arising from the minutes – The group discussed the chronology document needed to record the group's actions. CS had decided to move forward with a Word document that could be accessed by the group. **Action CS to liaise with PW regarding dates for the chronology document.** JM has passed the questionnaires to the Apollo youth club and Eric will run a session with these. PW confirmed that the excess funds for the NP from the Town Council can be bought forward to the next year.
5. Debenham NP Chair – Steve Palframan – Steve gave the group some background to Debenham which is located in Mid Suffolk District Council's area and has a population of around 3000 people. They started the NP process in 2012 and had 3 or 4 Cllrs on the group with rest made up from residents with specialist skills and interests. For the referendum they had a 60% turnout with 95.5% support. The group arranged two public meetings. The results of these were used to form the six focus groups – Housing & Transport, Historical & Natural Environment, Health, Education, Leisure & Tourism and Business & Commercial. The group had leaflet drops, comment cards and articles in the Parish Magazine. They also commissioned three online surveys using Survey Monkey aimed at residents, the youth in Debenham and businesses. Unfortunately, the local businesses seemed the hardest to engage with and responses from them were weak. There were 52 drafts of Debenham's NP. The group used AECOM consultants. The plan consists of 24 policies and identifies three sites for possible development. The group used photo work to show the effects of possible developments to residents on views etc. They also engaged with 30-40 village groups to get their opinions.

Steve then went on to explain what had happened when Taylor Wimpey applied to put 650 houses on the edge of the village during the NP process. The application went to the Mid-Suffolk Planning Committee and the Parish Council paid for a barrister to write the Chair's 3 minute speech. The Mid-Suffolk cabinet had also approved the draft NP two weeks before the planning committee met regarding this application. The Planning Committee voted 8-2 against the application. Steve also stated that he believed that the Taylor Wimpey application helped galvanise residents support for the NP.

Steve said he felt that the NP was futureproofing the village and that Halesworth needed to look beyond the developments that had already been given permission to those that may come in the future.

NPSG members asked various follow-up questions and the Chair then thanked Steve for his time and interest and all were agreed how valuable they had found his talk. Steve then left the meeting.

6. Navigus – Survey analysis (subject to information availability) – Navigus had supplied the information drawn out of the online survey. **Actions – KG and JM to meet with Chris from Navigus to ask which demographic the NP group needs to focus on and to map out the subject groups the plan should focus on. The group was asked to read the Navigus document and make comment. EH will talk to Jenny Janes regarding the historical background of Halesworth for the Plan. CS will speak to Edgar Sewter regarding including the NP consultation in school activities to find out the views of children. EH will write an update article for the HCN by the 24th April.**
7. NPSG recruitment drive - Advert / Neighbourhood Plan logo – This was deferred to next month.
8. Log book – Record of meetings / consultations / events – This was discussed in matters arising.
9. Locality registration & funding application update – The current round of applications has still not opened. **Action – KG to continue to monitor and will register / apply for funding as soon as funding bids are being taken.**
10. Other actions required – Update on station site(s) to be on May agenda
11. Correspondence – None.
12. Date of next meeting – 15th May 2019