

## Neighbourhood Plan Steering Group

Wednesday 19<sup>th</sup> June 2019 at 7pm  
Council Chambers, London Rd, Halesworth

### Minutes

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

1. Apologies – Received from Keith Greenberg. Welcome to Cllr Chadwick.
2. Minutes from the previous meeting 15<sup>th</sup> May – Minutes accepted.
3. Matters arising from the minutes – BM is still identifying parcels of land in the area. **Action PW to photocopy large map in Clerk's Office.** KG will report back on the meetings he has attended at the next NP meeting. TA has spoken to Lorraine Cook and she has agreed to let the group use her photos of Halesworth in the plan. **Action – TA to meet Lorraine Cook and decide on generic photos of Halesworth.** TA has spoken to Cllr Wollweber who has agreed to write the history part of the plan. **Action - TA to supply DW with a brief.** It was briefly discussed as to whether to ask other Cllrs to join the group. **Action – PW to confirm Chair of planning.**

The group then discussed the various consultation undertaken in the previous weeks. JM – had attended a Women in Business meeting and gathered more responses to the questionnaire.

KG – will be attending an HBC meeting and will use that for a consultation session.

DG – Has taken questionnaires for the football club and to distribute some through Chinny's. He also had some data from the Tourism Group that can be included. He also has a meeting on Monday 24<sup>th</sup> June with Bungay High School staff.

EH – will use the Isolation Busters and Day Centre to consult the 80+ age group. She has also, in conjunction with the Volunteer Centre, been to Bungay High School and given a presentation on volunteer opportunities in the town. There were some pupils who expressed an interest in the NP. EH would like to be able to get a group of them together for a walk round town and ask their opinions if this is a feasible option.

JM – will be attending a meeting on the 31<sup>st</sup> July for youth consultation after the first activities session on Campus. She has a meeting with Jo McCallum on the 25<sup>th</sup> June to discuss the strategy for the 31<sup>st</sup> July session.

CS – has been in consultation with Edgar Sewter and they are happy for years 5 and 6 to be part of a consultation workshop. **Action – CS to confirm date and content with group.**

EH asked whether the transport questionnaire Cllr Reece was undertaking was anything to do with NP.

**Action – PW to ask Cllr Reece about her recent work on transport in the town.**

JM proposed that we should set a date by which the basic/baseline consultation was ended so we could move on to next stages of developing the plan. Any extra responses to be uploaded onto survey monkey and Navigus to be told so they could add to their analysis.

**Action - to keep survey monkey open until August 31<sup>st</sup> to allow for uploading and for EH to do her walk about if possible. Group members undertaking extra consultations to ensure any paper surveys are uploaded.**

#### 4. Reports / updates

- a) Locality / AECOM funding bids – The Locality and Technical grant has been accepted and approved. The group asked for thanks to KG to be recorded for getting this through.
- b) Meeting with Navigus – A report had been circulated prior to the meeting. Navigus will look at the technical reports in the Local Plan in order the group does not duplicate policies. AECOM will be engaged for a Housing Needs Survey and design codes work. Navigus had suggested that a good place to start on gathering information about housing need was to ask housing associations and estate agents. **Action JM and CS to give thought as to how best to get this information. PW to provide housing association contacts.** Navigus have suggested that the next thing that needs doing to progress the Plan is to produce a draft vision and objectives statement, based on the analysis of the consultations and the groups own ideas. Examples of such documents had been sent out with the papers. This will be the next part of the plan on which to consult the public on. It also needs to ensure it fits with the work the TC will be doing on their future plans

Action/Agreed.

- i. The July meeting to be used to plan the consultation of the Vision and Objectives statement e.g. Facebook, HCN, sending to specific groups asking for feedback.
- ii. The September meeting will be set aside for work on the vision and objectives following which one of the group will need to write up.
- iii. A meeting to be set up with KG, JM, TA and Dave Wollweber. JM to write to them and Nick Rees to get this set up.

Navigus will supply the socioeconomic statistics which will need to be included in the plan.

- c) ESC “People & Places” survey meeting – CS and KG attended a meeting with consultants ‘People & Places’ who are engaged with local authorities to encourage the revitalisation of town centres. They are conducting two surveys, one in the town centre users and one for businesses in the town. The data collected will be sent to East Suffolk Council and used to develop an action plan.
- d) Station Site - Land owners / ESC /NP / HTC meeting – JM and KG have a meeting on Monday 24<sup>th</sup> June with the site owners and Cheryl Willis of ESC to discuss ideas for future use.
- e) Navigus community workshop – KG (to report back at July meeting)
- f) Recruiting HTC councillors – Recruitment is an ongoing project.
- g) Log book (record of meetings / consultations / events) – CS has developed the log book and it is now up and running. **Action – all group members to give CS details of any events or meetings they attend.**
- h) Education – JM had produced a paper based on information from SCC about the need for a secondary school in Halesworth. However, this is extremely unlikely to happen as SCC have calculated there is not enough children to justify it. The Local Plan allows for the extension of Edgar Sewter, Holton and Bungay High school instead.

#### 5. Communications- **Action – EH to write an article in the CN with an update on the consultation process and then another after the visions and objectives for the plan have been set.**

- 6. Other actions required. During the meeting DG announced that he was stepping down from the group because of many commitments elsewhere. He will complete various tasks e.g. BHS consultation. The tourism group link will need to be picked up by someone as it is a useful group to consult. The group expressed its thanks to DG for what he had achieved and offered.

#### 7. Correspondence - None

- 8. Date of next meeting – 17<sup>th</sup> July 2019 and then 18<sup>th</sup> September starting at 6.30pm.