

## Neighbourhood Plan Steering Group

Wednesday 20th March 2019 at 7pm  
Council Chambers, London Rd, Halesworth

### Minutes

There were present: Keith Greenberg (Chair), David George, Barnaby Milburn, Bob Shiers, Charlotte Slater and Phillippa Welby (secretary)

1. Apologies – Tony Allen, Joyce Moseley and Emma Healey
2. Minutes from the previous meeting – Agreed by those present
3. Matters arising from the minutes – KG has spoken to Jo McCullum and given her an update on what the steering group has achieved. He has also started the registration process with Locality but cannot complete the process until April.  
**Action: - PW to send Navigus's draft timetable and costs to group. CS will work on a chronology document for the group. PW to check Town Diary for forthcoming events that the group could possibly have a presence at. JM has been unable to make contact with the Apollo Centre.**
4. Navigus – Draft brief & report – CS, JM and DG had a sub group meeting and drafted a brief for Navigus with regards to analysing the questionnaire results. The group agreed the attached brief.  
**Action: - KG to contact Navigus to confirm price for work and timescale.**
5. Questionnaire analysis /development of policies - sub-group feedback / further action – CS, DG and JM redrafted the categories/headings for the Plan. The table will be sent to Navigus with the explanation that the attached comments are raw data from the first consultation evening.  
**Action: - KG will send this information to Navigus.**
6. Budget update – Nothing has been spent since the last update.  
**Action: - PW to confirm unspent Council budget can be rolled into the next financial year.**
7. NPSG recruitment drive – There are currently eight members of the steering group. The group agreed that another 3 or 4 members would be beneficial to lighten the workload on current members. The group noted the need for more representation from a younger adult working age

group, as well as young people and children although there were concerns about the legal issues if any people under 18 showed interest. It was agreed that any advertisement should highlight the need for more people from a younger age group but not to specify any age limits. CS suggested a full page advert in the HCN to encourage younger volunteers and from a cost perspective, others thought we should look at a half-page option, too. It was also proposed that whatever advert format was agreed should also appear on the HTC website / Facebook.

**Action: - The group decided to advertise for new members in the HCN subject to affordability. PW to update the Council website, and check prices for full and half page advert in HCN. DG will contact the Venture Scouts, Halesworth Dolphins and Bungay High School sixth form. JM to continue trying to contact the Apollo Centre. CS will contact Edgar Sewter PTA.**

8. WDC liaison – Update – This was covered in matters arising.

9. Other actions required

- Suffolk Design workshop feedback – JM and TA attended the workshop and submitted a report to the group. At the bottom of the report reference to Fressingfield's NP was made with particular focus on the 'character appraisal report' and whether Halesworth needs to conduct one. **Action: - The group will look at the report and it will be discussed at the next meeting.**
- Debenham NP Chair attendance – It was decided to ask the Debenham NP Chair to attend the April meeting – **Action: - KG to contact.**
- Employment sites – BM provided JM with the contact details of the Station site owner but the owner was away when JM tried to call him. **Action: - JM to try again when she returns for holiday.**
- Education research – **Action:- feedback to date on next month's agenda (TA)**
- Tourism Workshop – **Action: - DG will be attending this workshop and will report to the group.**

10. Correspondence – none received.

11. Date of next meeting – 17th April 2019