

Neighbourhood Plan Steering Group

Minutes of the meeting on Wednesday 4th July 2018 at 7pm Council Chambers, London Rd, Halesworth

Minutes

There were present – Cllr Keith Greenberg (Chair), Bob Shiers, Emma Healy, Michael Fagg, Cllr Tony Allen, Charlotte Slater, Joyce Mosely, Jane McGeehan, Barnaby Millburn and Phillippa Welby (secretary).

1. Apologies – Rob Roy
2. Secretarial Role - Phillippa Welby (HTC Assistant Clerk) will be secretary to the group writing minutes, agendas and some correspondence. She will be paid for five hours a month out of a specific budget from HTC. This will run for a three-month trial period.
3. The minutes of the last meeting on the 16th May were approved by the group.
4. Matters Arising – Joyce will speak to WDC economic dept. regarding the zoning of land. Rob was to produce a matrix from the core priorities as a basis for community consultation. Tony asked why the consultant did not offer community engagement before the referendum. Emma reported that the consultant believed he was more help creating a meaningful referendum process once the initial consultation had been done. The Assistant Clerk was happy to post items relating to the NP on HTC's Facebook page and manage the responses. Michael has asked WDC for various facts and figures regarding social housing and is waiting for a response.

Actions: RR to produce matrix, JM to speak to WDC

5. Emma will make the discussed revisions to the NP leaflet and will circulate to Charlotte and Joyce for comments. It was decided that the photos included will be a mix of positive and negative images of Halesworth. Emma will then send the leaflet to a designer to make a mock up. A 5000 print run would be between £250 - £300. The group decided to aim for the end of July for the print run. Charlotte stated that the core priorities would be left for residents to decide rather than the group. Michael suggested keeping the dates on the leaflet vague i.e. 'Meeting in the autumn'. This allows the group flexibility. The group then discussed what could happen at the meetings and decided it needed to be an interactive process rather than someone standing at the front lecturing. The group liked Tony's idea of 'teaser' questions such as 'What do you want?' and 'What do you want from your town?' to generate

conversation between residents. Tony will design the teaser posters. The group discussed how the leaflets would be developed. It was agreed to divide streets up between those group members able to deliver them. Tony will draw up a list of streets. The Clerk's office has access to OS street maps and are happy to share them. Emma mentioned using Survey Monkey at a cost of around £100 for the engagement process. She also suggested using the Community Car service and Isolation Busters to distribute paper copies to those who may not be able to get to a computer. Charlotte reported on Shadingfield's use of billboards at the village boundaries to advertise their NP to residents. It was decided that the 27th September would be the date for the engagement meeting. There will be two sessions. 2pm – 4pm and 7pm – 9pm. Emma will check prices for meeting rooms at The Cut, URC, Day Centre and Rifle Hall. Charlotte will check prices for Edgar Sewter School for the evening session. Keith confirmed that following advice from the consultant (Navigus), it will be better to commission them following the initial public consultation. Tony asked why Navigus shouldn't get involved earlier in the process. The general view, which reflected Navigus' thinking, was that it was better to get a steer from any public response first and work on that. Navigus thought we would be wasting money to bring them on before this basic information was to hand. The group then discussed the analysis of the data that will be collected. Agenda item for next month – to identify a statistical lead.

Actions: EH to create a draft leaflet and circulate to JM and CS for comments and then to group and designer and to also check prices of possible meeting rooms. TA to design teaser posters and draw up list of streets for delivery. CS to check Edgar Sewter room hire prices. PW to agenda - identify a statistical lead. EH to approach Gill Everett regarding statistical analysis and group to ask RR to consider.

6. Unfortunately, no one from the group could attend the SALC community energy workshop. Keith has written to SALC to ask whether there were any information handouts the group could have. Joyce will write and ask whether there would be any possibility of someone presenting to the group if residents decide that community energy is priority.

Actions: JM to contact SALC (see below)

NB – Suffolk CC has now sent a link to the presentations used at the event, which took place on 4th July. This is <http://www.greensuffolk.org/green-communities/community-energy-and-neighbourhood-plans/>

An attachment is also provided for your information. Please note that this has further links in it, which consists of the various presentations made by a variety of speakers. The lead officer from Suffolk CC is very keen to put on an event for us and Beccles NP group, later this year.

7. Date of next meeting 15th August at 7pm.