

Present: Councillors;

Tony Allen, Annette Dunning*, Peter Dutton, Anne Fleming, Rosemary Lewis, Karen Prime, Jill Reece, Maureen Took, Jackie Wagner, David Wollweber.

In Attendance: N Rees (Town Clerk) 4 members of the public.

Minutes

1. Apologies: Cllr David Thomas, Cllr Ben Chadwick, District Cllr Alison Cackett and District and County Cllr Tony Goldson.
2. Declarations of interest: To receive declarations for non-pecuniary interests: Cllr Wollweber for item 19.
3. Minutes: The minutes of the monthly meeting held on the 2nd September, 2019 was accepted as a true record.
4. Matters arising from the Minutes: It was RESOLVED that the Clerk would produce a list showing the actions and status of the resolutions made at the previous monthly meeting to be included with the list of proposals and notes for the next agenda and attachments. The purpose was to show what items were still outstanding.

Regarding the lighting at the Skateboard Park, the Clerk explained that the lights came on via a light sensor and went off at 9.30pm. It was supposed to take into account the change from BST to GMT automatically. It was agreed to monitor whether this happened correctly at the end of the month and then produce a sign to that affect.

5. Chair's Report: The Chair reported on the following; on the 6th – 9th of September he and Cllr Lewis attended the celebrations at Eitorf. On the 11th of September, the Chair and Cllr Lewis met with Mr Stephen Baker and Andrew Jarvis of East Suffolk Council to discuss ways of working together, on the 12th the Chair attended the Forum meeting at Edgar Sewter School to present the four year plan to residents, the turnout was disappointing but it was a useful meeting, on the 17th September a meeting at the Apollo Youth Centre to look at ideas to improve youth facilities and funding, on the 18th September the Chair attended the Neighbourhood Plan Steering Group meeting to discuss objectives for the town. On the 21st and 22nd September, the Chair also volunteered for stewarding duties at the Heritage Open Days event.
6. Public Session: [15 minutes on matters relating to the town] Mr Brian Howard representing the Museum, had provided a report (circulated to the Council prior to the meeting) and explained why the offer made by Greater Anglia was detrimental to the operations at the museum and asked the Council to consider reforming a Station user group and arranging a meeting with Greater Anglia to discuss the parking and future lease. Cllr Dutton asked what further concessions the Museum wished to achieve for parking at the Station. Mr Howard was not willing to offer a specific requirement but would prefer a discussion to involve greater flexibility on the hours for Station users parking permits.

Mr Bob Hogard wished to discuss environmentally neutral housing projects, similar to the Norwich City Goldsmith Street project and asked whether the Town Council could take the opportunity to try and influence East Suffolk Council to follow this example. The Chair referred to the four year strategic plan which included making Halesworth a green town and providing more affordable housing. Cllr Dutton agreed that the project in Norwich was very impressive and would very much like to see similar projects in Halesworth; however the City Council were in the fortunate position of owning the land which allowed them to dictate the specification. Cllr Allen was interested in discussing this matter further with Mr Hogard for the Neighbourhood Plan Steering Group. The Clerk was given permission to pass Mr Hogard's details to Cllr Allen.

*Cllr Dunning joined the meeting at 7.25pm.

Mr Doug Gray, representing HACT, had an enquiry relating to Halesworth Volunteer Centre's arrangements with their drivers and passengers. It was not clear as to what the question was specifically but the Clerk advised that this was not a matter for the Council and rather a question that should be made by Mr Gray directly to HVC. It was debated as to whether the Council may have a duty to ask the question, considering that the Council supported the organisation by means of grants. It was agreed that Cllr Wollweber, as a Council representative for HVC, would relay the enquiry but requested that Mr Gray firstly defines the exact nature of the questions by email.

7. Reports on meetings and events attended by Council representatives: To receive any reports on meetings or events attended by Councillors: Cllr Reece reported on ESTA's AGM and raised the concern about the lack of available bus timetable in paper form. Cllr Lewis also reported on the meeting and the concerns expressed over the bus service from Halesworth to Norwich. It was RESOLVED to invite Andrew Percy of Border Bus and Ian Rankin of First Bus to a meeting with the Council. Cllr Fleming reported on the successful Heritage Open Days event and commended all those householders who had opened their doors to the public. Cllr Dutton and Cllr Prime reported on the very interesting and impressive tour of the Spectra Factory. Councillors had also received a report on the Museum's three year plan.
8. District & County Reports: There were no reports.
9. SALC review: To consider a response from HTC to SALC's review of their governance and constitution. This item had been requested by Cllr Thomas but the Clerk was not in receipt of any specific proposal for the Council. In view of the absence of any noted concerns and as there was not sufficient time to defer it, it was RESOLVED that the Council approved the document.
10. Strategic Plan & Newsletter:
 - a) To consider the proposal for a newsletter to all households incorporating the Transport information sheet, the four year strategic plan and the 'role of councils'. It was noted that the Transport leaflet had already been approved for insertion in the HCN newspaper. The Chair was proposing that the other side of the paper be used for additional information and a summary of the Council's four year strategy. The Clerk advised the Council on various options; the Post Office distribution was rejected on the basis of costs (£875 for black & white) and that the leaflet could not be contained to Halesworth residents so all those in the IP19 8 post code, including Westhall and Holton would receive it. It was agreed that the best option would be to use a separate sheet sent loose in the HCN (cost £362 for black & white). In this option only Halesworth residents would receive it (approximately 2,800 households). It was RESOLVED that the Council agreed to include the proposed draft document for inclusion in the HCN and that the Communications Committee would finalise the leaflet (to include an update on an hourly service on Sundays).

- b) To appoint lead Councillors for each of the eight points in the strategic plan:
1. HTC to be seen by residents, community groups and East Suffolk District Council (ESDC) and Suffolk County Council (SCC) as a Council that is working well for the benefit of the town. –Cllr Wollweber.
 2. To help create a sustainable and vibrant community and voluntary sector to improve health and wellbeing, and provide leisure, sport and cultural activities and other community services (for example, transport) for all ages in the Town. – Cllr Reece
 3. Town Council (TC) to have an agreed Neighbourhood Plan for Halesworth. – Cllrs; Allen & Lewis.
 4. To plan for the possible closure of London Road offices and the proposed changes in the management of parks and toilets in ways that will benefit the town in the long term. Investigate the viability and potential of a new Community Centre for Halesworth. – Cllrs; Fleming & Dutton.
 5. To enable the Thoroughfare and Market Place to remain a thriving destination centre for the public. Work with others to enhance its attractiveness and economic viability. To investigate solutions to prevent unauthorised vehicles stopping in the Thoroughfare. Cllr Prime.
 6. More affordable rented/social/ shared ownership housing in the Town- Cllrs; Wollweber & Dutton.
 7. Make Halesworth a 'Green Town'- Cllr Dunning.
 8. Prepare for the sale of Patrick Stead Hospital and establish the building as a community asset and run for the benefit of the town's community. The hospital is already listed as an Asset of Community Value, HTC wishes to expand on this to protect the building. Locally list the building – All Cllrs.
11. Financial Matters: The Council received and noted the report of the meeting held on the 16th September, 2019.
12. Communications Committee: To receive any updates: The Clerk's office would liaise with the Chair, Cllr Dunning, and organise a meeting in the next two weeks.
13. Buildings, Amenities & Park Working Group:
- a) To receive a verbal report: Cllr Fleming reported on a positive meeting with Kerry Blair of East Suffolk Council regarding the London Rd Building, park & toilets. Mr Blair would consider options and bring back proposals for the Council to consider.
 - b) It was RESOLVED that the Working Group be amended to a Committee as it was clear from SALC's advice that Working Groups should only be used for specific short term projects. This would mean that the Committee would need to advertise its meetings and to meet in public.
 - c) It was RESOLVED that the Committee would be renamed 'Amenities, Buildings and Parks' Committee.
14. CCTV Working Group: To receive a report, review the latest quotation and to consider any actions. Cllr Prime presented a summary of the progress so far. The Clerk had previously advised that the latest quotation had increased substantially and may exceed the budget. It was noted that members of the group had calculated that the cost of the CCTV would not exceed the budget of £22,000 agreed by the Council, as some other items in the estimate would now reduce and offset this increase. The group would finalise the costs and report back to the Council. The Clerk asked the Chair to make sure that any meetings undertaken by individual members of the group were reported back to the Working Group prior to presenting anything to the Council to ensure all members of the Working Group were equally informed.
15. Planning Committee: The Council received and noted the report on the meeting held on the 28th August, 2019 and Cllr Dutton briefed the Council on the meeting held earlier in the day.

16. Neighbourhood Plan Steering Group: To receive a report on the meeting held on the 18th September, 2019. Cllr Allen reported on the meeting with Navigus regarding the visions and objectives of the Neighbourhood Plan. There would be a further consultation later in the year and HTC would see the document beforehand. Cllr Allen explained that the group were only targeting those items from the survey that they would be able to affect any influence over.
17. Skateboard Working Group: To receive any updates since the last meeting and to consider proposals for cleaning the existing facilities and to consider dissolving the group for the time being. The Clerk reported that at a recent meeting with Waveney Norse, the Skateboard Park was inspected and the conclusion was that the structure had many years of life left and repairs to the plywood surface could be undertaken as required. At a later stage the Council may wish to consider a full replacement of the plywood. In the meantime the Clerk suggested pressure washing the boards to clean it of mould and dirt and to arrange to have the overhanging trees to be cut back which would help to keep it dryer and cleaner. It was then RESOLVED that the Council agreed to the cost of pressure washing at approximately £400 and for the Clerk to arrange for the trees to be cut back. The Council decided not to disband the working group but leave it to meet as when required as the option for a new concrete Skateboard Park would still be considered for the future.
18. Road Naming: To consider the proposed names for the new development off Norwich Rd/Fairfield Rd. After some debate it was RESOLVED that the names for the two roads would be Zemke and Vance after Colonel Hubert "Hub" Zemke (Fighter Ace and Commander at Holton Airfield) and Lieutenant Colonel Leon Robert "Bob" Vance Jr (Medal of Honour) based at Holton Airfield. It was preferred to have Zemke Way if possible but no other stipulations were considered. It was noted that the Clerk would contact the families and all the relevant parties (including the American Embassy, USAF etc) to seek the relevant permissions.
19. Station Parking Permits and building lease: To consider the letter from Greater Anglia and to consider creating a small workgroup to look at the future arrangements. There was a general discussion about parking charges at stations. However, the Clerk asked the Council to consider the offer specifically for Halesworth contained in the letter from Greater Anglia. After some debate it was RESOLVED that the Clerk would write to inform Greater Anglia that this had been deferred to the November meeting. There was no decision on forming a working group.

A 15 minute extension was approved.
20. Creative banners: To consider the proposal of creative banners designed by local schools and art groups for use on the fencing around the fire damaged buildings up to a cost of £2,000. The Clerk advised that the preferred option was for perforated banners to allow air to pass through to reduce the risk of wind uptake. This proposal had been passed to the Fire Recovery Team to get approval from the contractors etc. The idea was to involve the local schools and art groups to produce artwork on a theme for the banners in order to improve the appearance and encourage visitors to the Market Place and surrounding businesses. It was RESOLVED that the cost of the banners was approved and the Communications Committee would approach various parties to ask for artwork via a competition or similar process. The Clerk confirmed that Bungay High School had expressed a keen interest in producing artwork for the project.
21. Maintenance: Update on outstanding maintenance. The Clerk informed the Council that he had met with Waveney Norse and now all the Council's outstanding work had been allocated job numbers on their new system and work had already started to catch up with the back orders.

22. Correspondence:

- a) East Suffolk Community Partnership – workshops: It was agreed that Cllr Thomas and Cllr Dunning would attend the meeting on the 11th November to find out more about the scheme.
- b) Miles Ward Court business units. The Council noted that East Suffolk Economic Development were investigating whether Foundation East were able to redevelopment the site for over 50s housing. The Council were not able to predetermine any application but the prospect of losing business units was of great concern. The Council would await news from the East Suffolk Economic Development team.
- c) Antiques Fair: This matter would be deferred to the Communications Committee.
- d) Halesworth in Bloom: The Council approved the proposal to move two benches from behind the playing area to the opposite side of the park at their own cost.
- e) Notification that Morris Dancers wished to dance in the Thoroughfare on Saturday, 26th October from about 11am until 4pm.

23. Items for the Website/Noticeboard/Newsletters/Library.

24. Accounts for Payment: To following the accounts were approved for payment.

<u>4282.</u>	K Firman – Fixing parking signs – London Rd Building – LGA 1972 s133	20.00
<u>4283.</u>	Pearce & Kemp – Fluorescent tubes Chambers	11.04 + vat
<u>4284.</u>	SALC – Village Halls & Playing fields training (LGA 1972 s111)	80.00 + vat
<u>4285.</u>	Sharprint – Service charge (LGA 1972 s111)	50.19 + vat
<u>4286.</u>	N Rees - Google Services annual storage for backups (LGA 1972 s111)	13.33 + vat
<u>4287.</u>	RBL Poppy Appeal – (Wreath 18.50 + donation 50.00) (GPoC)	68.50

DD/Standing Orders:

<u>4288.</u>	Monthly salaries (LGA 1972 s112)	2623.39
<u>4289.</u>	Barclays Bank Charges (LGA 1972 s111)	12.65

Bank & Cash Balances at 4th October, 2019

Current 728	£103, 514, 64
Unity Trust	£84,220.80
Community A/c	£5,289.42
Business Reserves 017	£92,581.28
Petty Cash	£69.88

The meeting was closed at 9.15pm