

Neighbourhood Plan Steering Group

Wednesday 18th December 2019 at 7pm
Council Chambers, London Rd, Halesworth

Minutes

There were present: Charlotte Slater, Keith Greenberg (in the Chair), Barnaby Millburn, Joyce Moseley, Cllr Tony Allen, and Phillippa Welby (secretary)

1. Apologies – EH.
2. Minutes from the previous meeting 20th November - The minutes from the previous meeting were agreed.
3. Matters arising from the minutes
CS to arrange with EH about giving CB access to Survey Monkey data.
KG to check he had sent the History section to CB
KG to request use of photos from AECOM for the Plan.
All other matters are on the agenda.
4. Vision & Objectives
These remain draft until after presentation and feedback. BM suggested changing the start of the Vision to 'By 2036 Halesworth has become..'
The group will ask non NSPG members to read the V&Os for feedback by January.
JM will draft a section that will cover challenges to Halesworth as part of the introduction to the V&O.
PW to arrange a meeting with HTC Chair, Chair of Planning and Chair of Finance, Cllr Goldson and Cllr Cackett in late January. This will be an opportunity for the group to share the HNA and design codes and give a general update.
KG to check he has PDF versions of both reports.
KG will also check with CB as to which other bodies (e.g. ESC planners) the group could share the reports with. He will also invite CB to a meeting in March regarding the next steps.
CS will speak to the library about space for an update display and to approach Edgar Sewter school to book the hall for a public meeting in in the week beginning 23rd March.
The group will submit a piece for the March edition of HCN to advertise a public meeting. This will be an update and presentation of the V&Os.
There will be a leaflet drop in early March. **PW to check prices for leaflet drop companies.**
EH to draft the leaflet by 15th January.
TA has a graphic designer contact who he will approach for help with drafting the leaflet.
PW will update the Comms chart.
CS will send out the chronology for the group to update and fill in any missing information.
5. AECOM design & design codes – This has been finalised and agreed.
6. Reports / updates
 - AECOM housing needs assessment report – This has been finalised and agreed.
 - Footpaths – JM and KG met with two local footpath enthusiasts and they will suggest three circular walks in and around Halesworth. There are pieces of the walk that

currently are unable to connect and it is their hope that the NPSG could possibly facilitate this.

- Millennium Green – JM and KG met with three trustee representatives of the MG. They are interested in the possibility of connecting a path from Holton to the Green. **KG to email TA regarding putting this project forward to the Council for CIL money.**

The MG were also interested in the potential to connect the Green, the Park and the Thoroughfare. They also supported the possible designation of some land to discourage building.

- Consultation list (incl. contact names as appropriate – **CS will contact David George re cycling in Halesworth. JM will look for the original report on cycling in Halesworth she received at the beginning of the NP process and send to David Wollweber and Mike Jackson (suggested my MG people).**
- Education Issues – **BM will share the information he has with CS who will approach her educational contact for comment. To be on the agenda for January.**
- "People & Places"- No further meetings have been scheduled yet.
- Halesworth Business Connections questionnaire update – **KG & JM to meet with the business owner who filled in the questionnaire from the HBC meeting.**
- NP history chapter update – This has been completed.

7. Employment demand / need project – **This will be on the agenda for January. KG will speak to Cheryl Willis at ESC with regards to suggestions for companies to undertake employment needs survey.**
8. Communications – This was discussed under the V&O section.
9. Finance – PW presented a spreadsheet with the group's finances on.
10. Other actions required – CS reported on SCC's Suffolk 2020 fund. This is £3 million fund for one off projects in Suffolk. The applications have to be in within 100 days of the 31st March.
11. Correspondence – None.
12. Date of next meeting – 15th January 2020