

## **Neighbourhood Plan Steering Group**

**Wednesday 18<sup>th</sup> March 2020 at 7pm  
Council Chambers, London Rd, Halesworth**

### **Minutes**

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

1. Apologies – Due to current health restrictions BM, EH and TA had given their apologies.
2. Minutes from the previous meeting 19<sup>th</sup> February 2020 – These were agreed by the group.
3. Matters arising from the minutes – PW has kept a copy of the article in the HCN for publicity records.
4. Public consultation – This is now not relevant due to the current government guidelines on Covid-19.
5. Permanent display boards / posters – PW raised the possibility of using the back of the noticeboard in the Thoroughfare. However, this may not be big enough for what the group needs. **PW to look at prices for A boards. JM to ask whether the library would display the posters on a semi-permanent basis.**  
CS reported that only 7 responses had been received so far. It was agreed that there needed to be a push to get more members of the public to respond online to the V&Os. **JM & CS to revise the online form. PW to include some of the posters on the Council website.**
6. Budget update / outstanding costs / invoices – a copy of the budget and remaining funds was distributed.  
**KG to circulate the Navigus employment and work reports**
7. Connectivity feasibility study update – KG & JM had met with Cllrs from HTC regarding the possible feasibility study of connectivity throughout the town. They were receptive to the NPSG and HTC collaborating on this. The Clerk thought there was an original study completed on joining the Market Place and Thoroughfare. **PW to find.**  
Aecom are interested in putting a tender for this work and CB has provided the details of other firms.  
**JM & KG to write a brief for the tender.**
8. Tourism group logo – This had been launched by the tourism group and will feature on merchandise for shops to sell locally. The logo does reflect the V&Os in the plan. The group thought it would be a positive to include the logo in the plan.

9. HTC Environment Committee Feedback – The meeting between Cllr Reece and JM was cancelled. **JM to email Cllr Reece to ensure there is no cross over between to the new Council Environment Committee and the NPSG.**  
**PW to supply JM with the contact for Plastic Free Halesworth.**
  
10. Other actions required – The group discussed how it would hold meetings now the current COVID 19 guidelines were encouraging social distancing. **CS to investigate Google Hangouts and Zoom.**  
It is imperative that the NPSG kept up communications with residents while the restrictions were in place. **PW to draft an article for the HCN with EH explaining the situation and asking residents to respond to the V&Os. PW will also send this out via Mailchimp to those residents who signed up at the first NPSG meeting.**  
**KG will ask whether the Co-op will consider displaying posters and holding V&O feedback forms.**  
**All members of the group were asked to contact any connections made through NPSG and ask them to fill in the feedback form.**  
**JM will go through each objective and identify issues before the meeting with CB.**  
**PW to email JM when the Land Registry account is open.**  
**PW to find out status of Patrick Stead Hospital.**
  
11. Correspondence – **KG to write to Stuart Hallsey, Dickon Poverly and Cheryl Willis to let them know formally that the meeting on the 25<sup>th</sup> has been cancelled.**  
**PW to write to the respondent that emailed in their comments re: the V&Os.**
  
12. Date of next meeting – to be advised.