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Neighbourhood Plan Steering Group

Wednesday 15th January 2020 at 7pm
Council Chambers, London Rd, Halesworth

Minutes

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

1. Apologies - **KG**
2. Minutes from the previous meeting 18th December – These were agreed by the group.
3. Matters arising from the minutes
 - EH confirmed that Chris Bowden at Navigus had the login for Survey Monkey and is able to analyse the latest data.
 - He has also looked at the history section and advised that it needed more recent history.
 - CB also advised that the group should share the Housing Needs Assessment and Design codes reports. These will be published on the website after the update meeting with HTC.
 - All the options put forward by the NPSG to HTC for the Community Infrastructure Levy money projects are possible.
 - **KG & JM** are still to meet the business owner who responded to the survey.

4. Vision & Objectives

The group had got feedback from non group members on the V&Os. Most people thought these were clear but were confused by the change in tense for the visions.

JM will redraft the V&Os in line with the feedback and circulate.

Leaflet

CB had advised that the leaflet should be a broad overview of how we have arrived at the V&Os, direct people to the full version, invite them to comment on the website and invite them to the public meeting.

It was agreed that the leaflet should be a double sided A5.

CS, TA & EH will draft the leaflet by 31st January.

The group decided to use Royal Mail for the leaflet drop. **PW to organise this for the 6th March.**

Press articles **EH will use the redrafted V&Os to write the HCN articles to appear in the March edition. EH also to look into using Halesworth Hoot.**

On line Feedback

It was agreed to have a feedback form on the Town Council's website for feedback on the V&Os. CB advises that this is kept simple e.g. like, don't like, not sure, space for comments

CS & PW will look at options for this.

Library Display

EH suggested we do a pop up information session in the Library. This was agreed. To be held on 11th March between 10am – 2pm. There would also be paper feedback forms for people to fill in. The group agreed to host the stall between them.

CS will speak to the library regarding booking the space.

TA will speak to his artist contact to help design visuals around each objective.

Public Meeting

It was agreed to hold the public meeting on the 25th March at Edgar Sewter at 7pm.

CS will speak to Edgar Sewter about booking the hall.

TA will get costs for a banner advertising

Costs

The group went through the approximate costs associated with the upcoming events.

Library Donation	£50
Hall Hire	£50
Royal Mail delivery service	£500
Banner	£150
Leaflet design	£200
HCN article	?

February's meeting will used to plan the public meeting and pop up event in the library.

5. Reports / updates

- Millennium Green / footpaths – JM had met with both the Millennium Green representatives and the footpath group.
- Consultation list – Is currently up to date.
- Education Issues – BM has got more information from Suffolk County Council including the formula by which they calculate school numbers.
BM, KG & CS will organise a meeting with the Seckford Trust.
- "People & Places"- No updates received.
- Cycling – JM has access to the report for cycling in Halesworth and the Waveney cycling strategy. These will be useful for the final report.

6. Employment demand / need project – CB had stressed the need to simplify the assessment and will analyse the technical data when collected.

7. Communications

The consultees are up to date currently but will be revisited in April in relation to each objective.

EH will contact the Halesworth Hoot to submit an article too.

8. Finance – no updates to report. The future costs were discussed earlier in the evening

9. Other actions required - none

10. Correspondence - none

11. Date of next meeting – 19th February 2020