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## **Neighbourhood Plan Steering Group**

**Wednesday 18<sup>th</sup> February 2020 at 7pm  
Day Centre, London Rd, Halesworth**

## **Minutes**

**Present:** Keith Greenberg (chair), Tony Allen, Emma Healy, Barnaby Milburn, Charlotte Slater, Joyce Moseley (taking minutes)

**Apologies:** Phillippa Welby

1. **Minutes from the meeting of 15<sup>th</sup> January** - These were agreed with one correction - KG present at meeting with Millennium Green trustees along with JM
2. **Matters Arising**
  - a. **Update on costs** – banner £98 = Vat; leaflet design £160. Other costs such as refreshments and posters printing to be added.
  - b. **People and Places** – TA said there had been a presentation at the town council. There was a 3 year free offer for a device to be fitted in the town which would anonymously track visitor movements. Data to be accessible only to ESC and HTC and businesses to help plan developments that could improve business. Also free WiFi. Maybe other stuff coming our way as rumour has it that Halesworth is in the top three towns to benefit from whatever P&P will provide. CS and KG had attended the last open P & P meeting and while they thought this initiative might be useful, it didn't relate to their understanding of what had been proposed. The latter focused on developing a coherent group of businesses working together, rather than the current fragmented, uncommunicative situation.
  - c. **Employment needs assessment** – CB to draw together present planning policies and information from other data. This will need to be supplemented through discussions with estate/land agents and surveyors. CB has provided suggestions for questions to ask.
  - d. **NB post meeting** – the pop up at the Library changed to 18<sup>th</sup> March.

### 3. Public Consultation Preparation

- a. Version 13 of the **Vision and Objectives** signed off
- b. **Leaflet Distribution** – last minute bureaucracy of Royal Mail has put doubts as to whether the time scale will work. KG to check on 24<sup>th</sup> Feb with Nick Rees. Plan B will be that we have to deliver ourselves the week of the 9<sup>th</sup> March with help of volunteers.
- c. **Banner** – clarification of wording **TA to send** round the final version and to get it printed ready for installation on the railings on Friday 6<sup>th</sup> March. Any comments to TA by Friday 28<sup>th</sup> Feb
- d. **Library Pop up 18<sup>th</sup> March**
  - i. CS has sorted insurance with Nick Rees
  - ii. The area downstairs straight in front of the doors has been booked from 10 – 2.0.
  - iii. **CS to check** on size of display boards for poster size
  - iv. **JM and CS to redraft** the V&O into 3 posters (arranged for 26<sup>th</sup> Feb)
  - v. **EH to get Kelly** to design the posters to the size required and to harmonize with the leaflet
  - vi. **CS to produce** the feedback form as a paper document for use at the pop up and the public meeting.
  - vii. **EH to arrange** printing of posters and feedback forms
  - viii. **TA to finalise** picturegrams and send to EH for incorporation into posters
  - ix. **TA to order** more pens
  - x. **KG to do** a crib sheet of what the Steering Group have done, to date
  - xi. **CS to find** out if we can set up the evening before and if not, 9.30.
  - xii. Rota – 9.30 set up (see above) JM & EH; 10.0 – 11.15 EH & JM; 11.15 – 12.45 KG & TA; 12.25 – 2.0 CS & BM (JM to come down to help pack up)
- e. **Public Meeting**
  - i. **CS** has booked school from 6.0 pm and **will check** on PA system
  - ii. **PW to organise** a contact sheet for people to fill in as they enter
  - iii. The evening will aim to explain what we have done so far, present the Vision and Objectives, get ideas from people for the next stage of populating the objectives with suggestions for policies.
  - iv. Posters and feedback forms to be available
  - v. **CS and JM to design** the power point to include – what is a Neighbourhood Plan, what we have done so far, what you have told us as to what you want in the town, what we can't do, vision statement and illustrations of objectives.
  - vi. **EH to invite** Stuart Halsey and Georgina (?) to the meeting and ask if they can help facilitate
  - vii. **EH to check** with CB as to how we best phrase what we are asking of people on the night.
  - viii. Timetable

Time	Activity	Who
6.0 – 7.0	Set up of tables, PA system, powerpoint, tea and coffee, welcome desk with contact sheet	All
6.45 – 7.15	Serve teas	BM, PW TA
7.15 – 7.30	Power point on what progress so far etc	KG
7.30 – 7.45	Power point on V&O	JM
7.45 – 8.20	Work on tables. 2 objectives for each table with a member of group on each to take notes. Asking them to say what the objective means to them as to what we can do/change.	EH on introduction to the exercise All on tables (if other facilitators found KG/EH can move around room)
8.20	Wrap up saying we will write up what we have learnt from them, publish it on website and in HCN and email them all	EH

**f. Advertising**

- i. **PW to put** V & O posters on website with link to feedback form – can be done once completed
- ii. HCN – Slot booked for an advertorial although if not forthcoming from such firms as estate agents and solicitors we can pay for the double page. **EM to cut** the Vision down to make it more of a statement. Needs the picturegrams by Wednesday 25<sup>th</sup> Feb. Deadline for HCN Monday 2<sup>nd</sup> March.
- iii. Hoot still to be contacted and costed KG asked EH to let him know the cost pp. PW as we are coming to financial year end and overall situation needs to be managed - **EH**

**4. Date of next meeting 18<sup>th</sup> March 7.0pm.**

On agenda – feedback from pop-up, finalise plans for public meeting, Tourism Group logo, connectivity feasibility study, planning for meeting with CB