

Neighbourhood Plan Steering Group

Wednesday 20th May 2020 at 7pm
Zoom Virtual Meeting

Minutes

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

- 1. Apologies** – EH is occupied with the Volunteer Centre C19 response at present but will re-join the group in June.
- 2. Minutes from the previous meeting 15^h April 2020** – These were agreed by the group.
- 3. Matters arising from the minutes** – PW updated the group on the Land Registry account. They are not setting up any accounts currently and are only dealing with emergency applications. PW had also tried to find the previous Market Place connectivity study from both HTC and Cllr Goldson. There was definitely not a copy in the Clerk's Office and Cllr Goldson had not yet replied. **JM to ask Cllr Goldson at their next meeting.** CB had sent through the information gathered from the youth survey as requested.
- 4. Thoroughfare Connectivity Project brief** – JM and KG had written a brief for this potential project. TA thanked both for a well written piece. It has been sent to HTC Cllrs for comments. The group decided they would like a decision from HTC by the end June. There is money available from CIL funds to cover the project if agreed by the HTC. **PW to check this is on the agenda for June.**
- 5. Policies, Consultation on Objectives paper** – JM and KG had allocated potential consultees to the policy areas. There will be a lead and an assistant on each policy area. The group went through the allocations and altered some of the leads. **PW to circulate final version.** The group discussed the information gathering under the policy areas. The group needs to decide what information is needed to construct the policy, this will then lead to the questions that need to be asked of the consultees in order to gather evidence to support a policy.
JM asked whether the group would be able to consult with CB of Navigus during this process. It was decided that any questions or queries should go to the group first and then if no satisfactory answer was forthcoming, to consult CB. KG asked that any emails sent to CB should also copy in him and JM so they are able to keep a record of his time. JM advised the group that this process should be generating ideas for areas where policies need to be developed. The consultants (Navigus) should then help to generate the actual policies for the plan.
The group then discussed timescales. It was decided that the information gathering should be finished by October and sent to CB. A meeting would then be scheduled for November for the group to discuss the results of the information gathering and potential policies with

CB. CB had stated that he hoped to have the group at regulation 14 by March 2021. This is the first public consultation stage run by HTC. The group also needs to decide whether policy areas 6 & 7 and 1 & 10 should be combined.

JM asked whether if lockdown is lifted, the group should continue with their planned pop up event in the library to consult on the V&Os. **This will now be on the agenda each month to review.**

- 6. Long term car park site (incl. potential conflict of interest)** BM now has a professional interest in this site and will declare a conflict of interests whenever it is discussed. There is an option on this site that requires planning permission to be applied for by September 2020. The developer has agreed to meet both HTC and the NP group to discuss the plans. When JM & KG meet with AECOM, they will highlight the importance of the long term car park site to the town and seek their view on the potential for developing a mixed use site including public space, retail, housing, as well as considering the loss of public parking space any development may cause.
- 7. Hammonds sites / other sites / formal call for sites (pros / cons)** – This will be covered by the leads in the relevant sections. There are five potential sites in town that the group are interested in. AECOM will be advising on the process for a call for sites.
- 8. ESC Housing Enabling Officer letter** – The East Suffolk Council Housing Enabling officer had sent an introductory letter. JM & TA have already met with her in their other capacities (Campus and HTC).
- 9. Land Registry account- update (PW)** – covered in matters arising.
- 10. Next steps / Covid 19 Unlock** – The group will still continue to meet via Zoom.
- 11. Budget update** – Both grants have been agreed and the Groundworks Locality one has been paid to HTC. The group thanked KG for completing the applications.
- 12. Date of next meeting – 17th June 2020 @ 7 pm**