

Neighbourhood Plan Steering Group

**Wednesday 21st July at 6.30pm
Zoom Virtual Meeting**

Minutes

There were present: Tony Allen, Joyce Moseley (in the Chair), Charlotte Slater, Emma Healey, Cllrs Jill Reece, Anne Fleming and Phillippa Welby (secretary).

1. Apologies - KG
2. Minutes and Matters Arising from the 16th June 2021 – The minutes are accepted as a true record of the meeting on the 16th June.
Matters arising – **JM to speak to Stephanie Baxter ESC about the older people's housing survey.**
JR has compiled the list of listed buildings for the heritage chapter.
KG & JR still to contact Beccles TC regarding free railway station parking.
3. Communications – General/ongoing, EH and CS leading on the information event in the autumn –

CS and EH to plan a return to Edgar Sewter to check with the children that the items mentioned in the previous consultation are still relevant. The school has agreed on a September date. This information can then be used at the information event in November.

Media Strategy – two HCN articles in August and September outlining objects and progress to date. October will have a large advertising feature for the information weekend.

Besides the HCN there is also the Halesworth Hoot which would be £60 per advert – one in October and November.

Bugle is now online only.

Blyth Valley Times, URC newsletter and Catholic Church newsletter will also accept articles.

Halesworth Town Council Facebook account will also be used. This can then be shared on to the Halesworth Community Forum group that has over 5000 members.

The meetings with HTC to discuss the plan sections will move to face to face for the final meeting.

Information Weekend – 6th and 7th November. St Mary's is available that weekend. The proposed timings for the event are Saturday morning from 11am there will be an open exhibition. In the afternoon EH has suggest 'NP speed dating' where residents can sit with a member of the group and ask questions for a limited amount of time. Sunday afternoon will be for intensive surgeries on the objectives followed by a Q&A session based on questions collected over the weekend and that people can submit. This will be recorded and then broadcast on the HTC Facebook page.

The use of the larder for tea and cake during the event will be permitted.

Kelcreative will be used for the booklet to accompany the Information Weekend for residents to take home.

EH would also like to produce the 'NP Times' which would be designed like a newspaper and sent to every house in the town.

There is currently £3160 in the budget for communications.

JM to ask Chris Bowden or ESC whether there is a NP 'purdah' period before the referendum.

4. Update on policy areas

Environment – A follow up meeting with the Environment Agency was attended by JR, CS and KG. This will now be handed over to HTC. The evidence for this section has been completed, just the narrative to do.

There has been a site visit by Suffolk Wildlife Trust and the EA with KG to the potential nature reserve site. Both agencies agreed that it would make a good reserve. KG to now contact owners.

Infrastructure – JM said the second iteration from Navigus had been received. KG is now looking to see whether to include something on the proposed community centre after comments from Ben Woolnough at ESC. This would appear as an action point for HTC.

Heritage and Design – Version 2b is being worked on. More photos needed for gateways and views of St Mary's. JM may ask Nick Rees. It is not possible to protect the views wholesale but can ask developers to respect the urban-rural interface.

Photos of Maureen Took's house will go into the plan as an example of contemporary design.

Frontage of PSH, Crabtree House (Cross Ram building), Station Yard maltings and the library were decided as designated heritage assets.

The group agreed that this section could go to Cllrs without the group looking at it first.

Movement – The parking section will be rewritten with the parking survey of 2016 to add.

Town Centre Connectivity – KG & JM have sent comments to WMT on their final draft. There is some overlap with the movement section. The prices of the possible projects need to be presented in a different way.

5. Photos for policy areas – **JM to meet with PW to go through photos still required and to organise the ones we have.**

6. Chronology/contact record – **JM to send her dates through to CS to log.**

7. Finance – JM would like the Locality budget broken down into areas of spend.

8. Dates of next meetings – 25th August, 15th September, 20th October.