

## **Neighbourhood Plan Steering Group**

**Wednesday 25<sup>th</sup> August at 6.30pm**  
**Zoom Virtual Meeting**

### **Minutes**

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

1. Apologies – None received.
2. Minutes and Matters Arising from the 21<sup>st</sup> July 2021- The minutes were accepted as a true record.  
Matters arising –
  - a. JM followed up on the survey concerning older people’s housing on a Zoom meeting with Stephanie Baxter, an ESC Communities Team member and a resident of an assisted living accommodation in Felixstowe. Strong message against assisted living provision from both of us.
  - b. The listed buildings have been added to the Heritage chapter.
  - c. Beccles railway station free parking – both JR and KG have tried to contact various parties regarding this and received no information. KG is waiting to hear from Beccles’ District Councillors.
  - d. JM still to speak to ESC about whether there is a purdah period before the referendum. She has also requested ‘route maps to Regulation 14’.
  - e. The photos have been completed for the Introduction, Heritage and Design, Economic Development and Housing.
  - f. JM has also updated her chronology and sent to CS.
3. November Information Session (NP Weekender) – in a discussion with Chris Bowden he has emphasised the need for written feedback to be gathered from the information weekend. It was agreed to set up a NP specific email address for feedback. There will also be paper feedback forms available on the day for people to complete or take away.  
There will be a specific place to write to (outside of the NP feedback loop) if people want to have an input in to Regulation 14. JM to find out more.  
HTC will need to send the plan out to specific stakeholders as required by ESC and to other groups in the town e.g. Churches, Halesworth Business Connections, Halesworth Town Centre Group as appropriate. A complete list needs to be established. JM and PW with Nick Rees  
The St Marys has been booked for the 6<sup>th</sup> and 7<sup>th</sup> November for the information session. Reverend Jane Held has agreed to help with any live streaming of the event that is required.  
CS and EH to meet with designer to discuss what is needed for the weekend event. TA and EH will go through each chapter and pull out the main themes/information to go into the booklet. AF will look at the draft leaflet as a ‘member of the public’ with no prior knowledge to ensure it is understandable. More thought is to be given to the ‘speed dating event’.
4. Update on policy areas for HTC presentation on 1<sup>st</sup> September  
Environment – The HTC presentation will now be on the 15<sup>th</sup> September. CS has one more chapter to edit and will then send to KG for the addition of the ‘nature

reserve' piece and then will send to JM. JM and KG doing more work on the potential nature reserve and footpath.

Infrastructure – is aiming to finish this chapter by the weekend in order to give to JM.

Movement – this is finished and JM has added the possible parking restrictions on Norwich Rd.

Heritage and Design – is finished including photos.

Town Centre Connectivity – KG and JM met with We Made That via Zoom. They will include the corrections and changes in their report within two weeks. The group thought that when received the report should be put on the HTC website and copies made available in the HTC/HVC and maybe library. It should be made clear that this is one chapter on the NP and that HTC can look at the ideas suggested and form an action plan. This needs to be checked with Rosemary Lewis and NR

Dickon Povey (ESC) and Cameron Clow (SCC) to be sent a draft of the plan for first thing Tuesday 31<sup>st</sup> August. They are happy to accept it without the Town Centre Connectivity chapter and in a 'raw' state. They are being asked to look only at the policies (TCC chapter contains no policies) in order that we do not present the plan to HTC with policies that might cause problems with ESC and SCC later. They will endeavour to get their comments back in time for us to make any adjustments before the 29<sup>th</sup> Sept.

5. Update on plan as a whole for HTC presentation 29<sup>th</sup> September – This is still on course to happen. More thought needs to go into how to do the presentation on the 29<sup>th</sup>. It will need to include information about Regulation 14 and the information weekend in November.
6. Chronology/contact record – This is currently up to date. Any additions should be sent to CS.
7. Finance – A Locality grant spreadsheet has been set up so spend can be tracked throughout the coming year. HTC have agreed to take Chris Bowden's (Navigus consultant) extra hours from the HTC Neighbourhood Plan budget.
8. Date of next meeting – 15<sup>th</sup> September 2021