

Neighbourhood Plan Steering Group

Wednesday 20th October at 6.30pm
Zoom Virtual Meeting

Minutes

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

1. Apologies – Anne Fleming
2. Minutes and Matters Arising from the 15th September 2021- The Minutes were approved and there were no matters arising.
3. November Information Session (NP Weekender)

Programme/who is doing what – The library has agreed to lend the group 5 display boards. JM has 4 easel style supports and 3 display boards she can also use in the exhibition. EH will organise tables in the church.

The group divided up the plan into sections and who would answer questions about each section at the exhibition.

KG & JM – Community Infrastructure, Movement, Town Centre

TA – Heritage

CS – Environment, Housing

EH – Economic Development

AF & JR – Introductory Section

PW & Jane Held will discuss how to live stream the Q&A session.

The group decided name badges would be appropriate – Kelly to design.

EH will chair the Q&A session on the Sunday

JM – will be responsible for the ‘what next’ session.

EH to check with Jane Held when the church will be available for the group to work on the display before it opens.

EH to approach Hoppa to transport the display boards from the library.

Refreshments – EH to approach HVC members or WI about possibility of running the refreshments. There are tea and coffee making facilities in the church. TA to source non messy cakes.

Information posters – It was decided to reuse some of the posters from the vision and objectives consultation that explain what a Neighbourhood Plan is etc. Each chapter needs the gist/background, policies and any maps that illustrate the policy extrapolated to put on the information poster.

CS – Environment, Housing and Economic Development
JM – Town Centre
EH – Infrastructure and Heritage & Design.

It was agreed to give the designer Kelly a small advert at the exhibition.

It was also agreed to have a copy of the relevant section of the draft plan at each poster so people could refer to the source material. PW to organise.

Feedback Forms – JM will design the feedback form. There will be hard copies for people to fill in at the exhibition or take away plus a Google form for completion on line. JM to find out whether respondents' addresses need to be collected and published in the evidence section.

Leaflet – The design has been finalised. It was agreed to print 3500 leaflets for distribution around the town. It was agreed to have them delivered to the Council Offices. CS will liaise with Kelly designer to order these.

Banners – TA has ordered two banners, one for the Saxons Way bridge and one for the fence outside the Council offices.

Advertising posters – The reverse of the flyer will be made into posters and PW and KG will ensure there is one in the Co-op, Library and the Town Centre Noticeboard.

Covid Update – There will be signs at the entrance to the church asking people to sanitise and wear masks. This is not compulsory but requested.

Library – Are happy to have a small display during Reg 14.

4. Actions needed to start REG 14

- consultation list – The consultation list is complete. PW to draft an email/letter to non statutory consultees.
- website content – The website has a 'draft neighbourhood plan' page ready to go from the 2nd November.
- collection of responses – The Google form will collate the responses and there will also be collection points in the library and Council offices for the paper forms.
- responding to the responses – these will be dealt with after the closing date of Reg 14.

5. Presentation 1st November – It has been agreed that AF will present the final draft NP to the Council.

6. Update on policy areas – CS and KG have a meeting with the CEO of the Seckford Trust and CEO of Asset Education regarding a long term strategy of bringing a secondary school to Halesworth. They also have a meeting with Suffolk County Council in January.

7. Budget Update – There has been a £160 spend on banners advertising the NP weekend event.

8. Date of next meeting – 17th November

