

Neighbourhood Plan Steering Group

**Wednesday 18th May 2022 at 6.30pm
Via Zoom**

Minutes

There were present: Joyce Moseley (in the Chair), Keith Greenberg, Charlotte Slater and Phillippa Welby (secretary).

1. Apologies – EH and AF
2. Minutes and Matters Arising from the meeting on 16th March 2022 – The wrong minutes were circulated before the meeting. PW has since circulated the correct minutes and they were agreed via email.
3. Regulation 15 update and next steps by ESC – The amended Plan is back with East Suffolk Council for them to proceed to regulation 16. PW will contact those respondents from regulation 14 who left contact details to refer them to ESC for regulation 16.
ESC are no longer questioning the inclusion of Heritage Trees now they have seen further evidence but they would like to add the trees to their mapping system. This will not hold up the plan from proceeding to regulation 16.
4. Locality Grant – below is what the group have applied for in order to take them through to referendum. This has been approved and PW will complete the grant acceptance form.

Item	Amount
support for examination	£1,100
design of posters, leaflet, banners, advertorial, newspaper articles	£1,325
printing of leaflet, posters and banners	£630
leaflet delivery to every household by Royal Mail	£350
Total	£3,405

5. Communication Plans – PW to confirm HCN/Halesworth Hoot deadlines. As soon as ESC have proceeded to regulation 16, the group can use the Council's Facebook, Twitter and website to announce this and inform anyone wishing to respond should do so to ESC not HTC.
All the documents can be put up on the HTC website at the same time for people to review.
EH will draft a piece for HCN/HOOT and possibly Beccles & Bungay Journal to announce regulation 16, picking up from the previous article and giving a short recap.
It was agreed at a previous meeting to write information pieces about the NP to keep it fresh in people's minds. These need to be drafted now.
KG also suggested a Radio Suffolk interview if possible.

The posters and leaflet to advertise the referendum can be drafted without dates on them – JM and EH to meet and prepare first draft. This will be on the agenda for the next meeting in July.

6. Updates on activities related to the Plan policies and actions:

- Education meeting – KG and CS met with the head of Bungay High School, head of Edgar Sewter, head of the MAT of which Bungay High School is part of and the head of the Asset trust which Edgar Sewter is part of. This discussion was around the potential issues of children in Halesworth attending Bungay High School regarding transport and transport to post 16 educational settings. Ms Oswick (Bungay High head) will design a survey for year 7s and year 6s regarding travel to school. CS to email her and check timeframe for this and to request that they see a draft of the survey before it is distributed. It is hoped to have another meeting before the end of this term.
- Wayfinding & Signage Group – 3 companies are lined up to be interviewed on the 9th June for the signage brief. JM has applied for the Living with Covid grant, however there are only 8-10 of these grants available in Suffolk. This grant could be used to provide maps that show the walks and trails around the town complete with QR codes as a complement to the wider wayfinding project. Activities could be organised around the maps such as volunteer guides to lead escorted town tours.
- Open Spaces – JM has submitted a report to the Town Council with a request of up to £10,000 of CIL money to continue the work of Jill Reece and support the Plan findings.
- Chediston Street – a letter has been sent to ESC planning from the NP group with HTC. NPSG has focused on the issues thrown up by this development from the NP point of view. It's been acknowledged and it was confirmed that ESC Cllrs will attend a site meeting in due course.
- Community Centre Brief – JM is leading on developing a brief to gauge the interest in having a community centre in Halesworth. KG to look at JM's next draft.

7. Date of next meeting – 20 July 2022