

Present: Councillors;

A Fleming, T Gardner, P Dutton, K Greenberg, R Lewis, A Payne, D Thomas (Chair), M Took, D Wollweber

In Attendance: N Rees (Town Clerk)

Minutes

1. **Apologies:** Cllr S Leverett
2. **Declarations of interest:** Non-pecuniary interests; P Dutton for 6, 7, 8, 9, 10, & 14. A Fleming for 6, 7, 8, & 10, R Lewis for 7, 10 & 14. M Took for 7, 10 & 14, A Payne for 6b, 7, 8, 10, 12, 13 & 14, K Greenberg for 7, 8 & 10, D Wollweber for 5, 6, 7, 10, 13 & 14, D Thomas for 7, 8, 9, 10 & 14
3. **Matters arising from the minutes.** Cllr Fleming asked whether the letter of support had been sent to Mr Raven regarding the Malt Trail. The Clerk confirmed that he had not sent a letter but would do so. Cllr Fleming asked whether the resident with the bird table over the river had been contacted. This resident had been feeding the birds from his window but it was identified that this was a source of food for the rats. The Clerk confirmed that he had been contacted but understood that the resident only had partial sight and hearing. Cllr Took reported that there were other residents that she knew of that were feeding the rats and Cllr Took would inform the Clerk after the meeting.
4. **Minutes:** The Committee received the minutes of the meeting held on the 12th September, 2016 (approved at the monthly meeting on the 3rd October, 2016).
5. **Town Tourist information:** To consider the proposals to replace the Map in the Thoroughfare with an updated tourist information map (details attached). It was agreed that the Clerk would inform Mr Raven that once the proposed design of the map was drawn up it should then be presented to the Council and the Tourism Group for approval. After some discussion on whether to include businesses on the map it was agreed that the map would not be suitable due to the area this extra information would take up and the need to keep it up to date. It was noted that there were several smaller tourist information boards around the town, some of these had been refurbished by Halesworth in Bloom. It was noted that this had been a temporary measure to improve the appearance, primarily for the Anglia in Bloom competition. The Committee would like to consider new designs for these information boards, possibly incorporating a compact version of the design proposed by Mr Raven. It was agreed that the Clerk would take a photographic record of all the information boards in the town and present this for the Committee. It was noted that these information boards were not on the Asset register and should be added.
6. **Communication:**
 - a) The report of the meeting held on the 26th September, 2016 was accepted as a true record.
 - b) Update on the Media Screen in the Library. The Clerk reported that the media screen had arrived at Hughes and he was just waiting for a date for the press event. The electricians would be notified as soon as the screen was installed. It was hoped that this would be in the next week or two.

- c) To review the management of the posters on the Saxon Way Bridge (deferred from the last meeting). It was RESOLVED that the Committee recommended that HTC take on the management of the posters on Saxon Way bridge. This would be taken to the Council to consider. Discussions involved restricting advertising to local events, banning advertising all together and/or installing planters in front of the railings. The Clerk would in the meantime contact SCC to get guidelines on advertising on Highways property.

7. Parking:

- a) To review the arrangement for the distribution of letters and any other parking matters. There was some disagreement with regard to the follow up letter to Halesworth businesses and whether a target figure should be noted. The letter had undergone several amendments but Cllr Greenberg was not in agreement with the final draft which had included the parish councils and businesses as a group that were attempting to reach a target figure. The Clerk reminded the Committee that the Council had not as yet agreed a figure for the Council's contribution, the final amount that the parishes were able to contribute was also not known and therefore the balance or target figure was not known either. After some discussion it was RESOLVED that the Council would send the remainder of the original letters, which included a reply slip to return to the Clerk to keep a record of those contributing and that the Council would not send the proposed follow up letter. Cllr Greenberg wished it noted that he had real concerns over not giving a figure to the businesses and felt that this was a fundamental error. It was agreed that the Clerk would hand out the packs at the end of the meeting for those Cllrs who wished volunteer to distribute the letters. The Chair thanked the Clerk for compiling the list and for dividing into logical distribution areas.
- b) To review the parking for the next Antiques Fair and other Town events (deferred from the last meeting). Cllr Wollweber had noted that some complaints had been made with regard to the parking arrangements for these events. The Chair understood that some free parking had been arranged on Tyre King's land for the Antiques Fair. Mrs Janet Huckle from Halesworth Events Management reported that they had not been informed that of any complaints and in fact there had been further provision for parking made at the Edgar Sewter School. The Clerk confirmed that he had received a complaint specifically about the parking during the Brocante events. It was agreed that parking was not the responsibility of the Town Council but the Clerk would send a letter to the organiser of the Brocante event, Kate Button of Black Dog Antiques, to ask whether they could explore other options to improve the parking.
- c) To consider an idea from a resident to improve the visual appearance of the 'Free Parking' banner in the Thoroughfare car park. In view of the discussions under item 6c this matter would not be considered.

8. **Health:** Update on Health matters. The Chair reported that the target of £710,000 for the new information centre had been achieved by Halesworth Community Nursing Care Fund and it was agreed to write a letter of congratulations to Barbara Kell and the team at HCNCF. The Chair reported that he had received several complaints about how the services at the Patrick Stead Hospital had been crammed into the Physiotherapy department. The Chair would urge that any patients that had suffered problems should write to the ECCH and the CCG (Addresses were on the HTC website). Cllr Wollweber reported that he had discovered that the Patrick Stead Hospital was not a listed building and believed that the Committee should consider trying to register it with English Heritage. This may help to protect the building but it was noted that this would not in any way protect the services. It was agreed that Cllr Wollweber would investigate whether English Heritage would consider if the building was suitable.

9. **Dementia Action Alliance:** To consider whether the Town Council should register as a member. It was RESOLVED that the Chair would compile a report for the Council to consider if it was beneficial for the Council to become a member.

10. **Planning:** To review the meeting with Hopkins Homes, held on the Thursday 6th October. After some discussion on the meeting and the presentation at the Rifle Hall. It was RESOLVED that the Clerk should send a copy of the Town Plan to WDC's Planning

department. It was agreed that the Town Council should defer making any comments on the scheme until a formal application had been made. This did not prevent individuals writing to WDC and/or Hopkins Homes to express their views and if anyone wished to ask for a copy of the TICS model referred to by Hopkins Homes they were free to do so.

11. **Council Action Plan:** Update on an action plan to comply with the Local Council Awards Scheme (deferred from previous meetings). RESOLVED that the Action Plan presented was approved for putting on to the HTC website but it should be noted on the website that this was a 'live' document which would be updated as events changed.
12. **Town Plan:** To review and distribute the Town Plan booklets. The Chair congratulated Cllr Payne and the Assistant Clerk, Phillippa Welby on the production of the Town Plan booklets.
13. **Website:** To consider any items for the website. The approved Action Plan and the safety information for the Barrow Crossing would be put on the website.
14. **London Road Building:** It was noted that the next Business Plan meeting was scheduled for the 12th October, 2016. Some members of the Committee were concerned that there was not any paperwork to consider before the meeting and it was agreed that the Clerk would contact Hannah Reid and WDC to ask for more information.
15. **VAS Speed signs:**
 - a) To note the delivery of a third machine on loan during October. It was noted that the Clerk had positioned the new machine opposite the Edgar Sewter school.
 - b) To review the VAS speed data for August. The figures were noted but the Committee did not know how to interpret all the figures and what action should be taken. It was noted that the parish councils were currently spending a long time on analysing the data from the VAS machines. It was also reported that the Police were unable to use the data from the machines in its current form. One of the parish councils had been experimenting with a speed activated sign which also recorded vehicle number plates. The Committee considered it was best to wait until the parishes had reached some further conclusions.
16. **Maintenance:** To receive a report on any maintenance issues. The Clerk was asked to clarify the situation with the Swan Lane Hedge which had only been partially cut back by Waveney Norse. The Clerk confirmed that WDC's responsibility was for the footpath side only and not the Allotment side. It was RESOLVED that the Clerk could instruct Waveney Norse to cut the top and side of the hedge on the allotment side for one time only. In future the Allotment holders would need to pay for the hedge cutting. It was suggested that a maintenance fee could be incorporated in the annual allotment fee. It was generally thought that this was a good idea but it was too late for this year as the invoices had already been sent but the Council would consider this option for the future.
17. **Correspondence:** There was no correspondence to consider.