

Present: Councillors;

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

In Attendance: N Rees (Town Clerk), 4 members of the public

MINUTES

1. **Apologies:** Cllr A Payne
2. **Declarations of interest:** Non-pecuniary interests; Cllr Greenberg for 6 7 8, Cllr Fleming for 6, 8 & 11, Cllr Took for 8 & 11, Cllr Gardner for 11, Cllr Wollweber for 5, 6, 8 & 11, Cllr Dutton for 5, 6, 7, 8, 9 & 11, Cllr Leverett for 5, 6, 10 & 11, Cllr Lewis for 6, 8 & 11, Cllr Thomas for 8 & 11
3. **Matters arising from the minutes:** It was noted that WDC had not confirmed when the Cabinet would be considering the proposal for the London Rd Building. Cllr Dutton advised that the two weeks given to remove banners and posters may be too generous and it should be one week. The Chair noted this was a suggestion rather than an amendment to the minutes and this could be debated up under item 6. In future 'Matters Arising' would follow 'Minutes' in line with the Council and other committee's agendas.
4. **Minutes:** The minutes of the last meeting held on the 13th February, 2017 had already been approved at the monthly meeting on the 6th March. It was agreed that the TDC minutes in future would be received at the monthly meeting and approved at the next TDC meeting.
5. **Communications:** The report of the Communications meeting held on the 27th February, 2017 was accepted as a true record. It was agreed that in future reports and minutes of sub-committees and Working Groups of the TDC would be brought to the TDC meeting first before being received at the monthly meeting.
6. **Signage:**
 - a) To consider the proposed location and design for a noticeboard in the Town Park and to review the information from Waveney Norse.

The Chair invited Tamsyn Imison to inform the Committee about her plans for the Notice Board. Tamsyn Imison reported that Halesworth in Bloom had initially proposed to place the Notice Board by the Flag Pole but the Clerk & Waveney Norse had advised that there were underground cables in this area. An alternative position was to place the board by the low level wall either outside the toilet block or at the entrance on the left as you enter the park. It was very important for HIB and the Park to retain the Green Flag Award and a notice board in the town park was one of the top priorities. Judges could arrive at any time so this had now become quite urgent. The Committee had received details of the design and size of the Notice Board and it had also been part of the Management Plan for the Park. It was then RESOLVED that the design, size and layout of the Notice Board was approved and the location was preferred to be at the low level wall at the entrance to the park at an angle so it was visible to anyone entering the park.

- b) To consider the proposed litter notice for the Skateboard Park. The Committee considered the notice and were very impressed with the design and it was then RESOLVED to approve the notice and it was further agreed that an additional notice would be preferable at each end of the Skateboard Park. The Clerk would also enquire as to whether a sticker

of the same design could be made for placing on the existing bin(s). It was noted that additional high level bins had been ordered and the Clerk would chase Waveney Norse again to get them installed. The Committee also asked the Clerk to send a thank you letter to Stephanie Hammond and to pass on the Committee's congratulations on the design of the notice.

- c) **Town Council Noticeboard:** To consider ideas to enhance the layout of the Noticeboard. Cllr Dutton expressed some concerns with the current layout of the Council's Notice Board. Currently there were separate spaces for each Committee and consequently the Notice Board appeared to be quite sparse, this was because the agendas for each committee were only displayed once per month. It was agreed that this would be considered by the Communications Group as part of the discussion on signage in the town.
7. **Planning Committee:** To receive a report on the meeting held on the 1st February, 2017. Cllr Dutton briefly reported on the last meeting. It was noted that the Hand Car Wash was being considered by WDC's Planning Committee on Tuesday 14th March.
8. **Barrow Crossing:** To consider any updates. The Clerk reported that he had contacted Mr Geof Dix to arrange a disability assessment at the Barrow Crossing. The Clerk would let the Cllrs know when this was taking place.
9. **Traffic Management Working Party:** To review the membership and to arrange the first meeting. It was noted that the members were Cllr Dutton, Cllr Greenerg, Cllr Thomas and Cllr Wollweber. There were also two other residents that were interested, Mr Paul Simmonds and Mrs Jill Reece. Cllr Dutton hoped to attract more members of the public and it was agreed that the Clerk would circulate some suggested dates and then the meeting would be advertised by all available means to invite anyone interested to come along to the meeting.
10. **Thoroughfare stall markers (studs):** To consider if the Committee would recommend to Council, acceptance of the licence from Suffolk County Council for the installation of low profile stainless steel studs (numbered markers) in the Thoroughfare, pending agreement from all interested parties.

The meeting was opened to hear from the Chair of the Halesworth & Blyth Valley Partnership. Mr Leverett explained that this idea had been discussed for some time. The purpose was to make it easier for organising events such as the Lions Fair, The Antiques Fair and the Food and Drink event, where stall holders would then know exactly where they should set up. The studs were approximately 50mm in diameter and at 3m intervals along the Thoroughfare. The Committee had received the technical information sheet on the stainless steel studs (numbered markers) and it showed that the discs were very slightly raised but the Committee were informed that it should not represent a trip hazard. The work would take approximately 2 days but Mr Leverett confirmed that there should not be any disruption to the businesses as it was just a matter of drilling holes to insert the discs. If the Council approved the idea, trials would then take place by Suffolk County Council using the same pammets (paving stones). Cllr Dutton asked if this could be extended to the Market Place. Mr Leverett explained that they had not considered the Market Place as they had not experienced any problems arranging stalls in the past. Mr Leverett explained that there would be no cost to the Council as it would be funded by Halesworth & Blyth Valley Partnership through grants etc. It was then RESOLVED that the Committee recommended approval of the licence for the Council to consider at the next monthly meeting in April.

11. **London Road Building:** To review any updates. The Clerk reported again that there had been no response from WDC over the proposal so far and he had checked on the website and it was not being considered by Cabinet on the 16th March either. It was agreed that the Clerk would write to the Chief Executive and copy in both District Councillors and Peter Aldous MP and Therese Coffey MP to express the urgency of getting this matter resolved and the frustration at the delay.
12. **Website:** To consider any items for the website. It was agreed to advertise the meeting of the Traffic Management Working Party and to ask for more volunteers.

13. **Maintenance:** To receive a report on any maintenance issues. Cllr Fleming suggested that the Council should relay thanks to WDC/Waveney Norse for getting on with the maintenance of the Thoroughfare car park and for unofficially providing free parking at the other car parks during this period. HTC had informed all the businesses of the arrangements. It was noted that this maintenance was being paid for by WDC. Cllr Wollweber reported that the Cycle Team had a proposal for a Planter/Cycle Lock. The Committee felt that this was probably not suitable as there were already concerns about the number of planters/street furniture in the Thoroughfare. Cycle stands were then discussed and it was noted by members of the Committee that the stands in the town were rarely full and this would suggest that there were enough stands. It was noted that a former Councillor had produced a cycle report on this subject and the Clerk would try and locate the report for the next meeting.
14. **Correspondence:**
- a) The Clerk reported that he had received advice about the Station Building from NALC's solicitors and he would bring this to the Finance meeting on the 20th March.
 - b) The Clerk had received information about the maintenance works to the Thoroughfare on Friday PM and had informed all the business on his contact list. The Assistant Clerk had also sent MailChimp messages, updated the website and put the information on the Noticeboard.
 - c) The Clerk had circulated a letter from a resident expressing concerns regarding; the Campus Land and the potential change of use, that there were no plans available to view and whether the land may be needed at a later date for educational purposes. The Clerk had checked on the SCC website but could not find a planning application. It was agreed that the Clerk would try and obtain further information and report back to the Council.

The meeting was closed at 8.25pm