



Present: Councillors;

A Fleming, D Thomas (Chair), M Took, R Lewis, S Leverett, R Lewis, I Winton, D Wollweber

In Attendance: Mr N Rees (Town Clerk), Mr Tony Langford & 1 member of the public

Minutes

1. **Apologies:** A Baldwin, P Dutton, M Took, A Payne
2. **Declarations of interest:** Non-pecuniary interests; Cllr S Leverett for 4, Cllr D Thomas for 4
3. **Minutes:** The minutes of the meeting held on the 14th September 2015 were accepted as a true record. Matters arising; item 9, it was confirmed by the Clerk that the proportion of the rates that Halesworth residents paid for the Police was 12%.
4. **G.A.P.P.A:** Play partnership working group: The Clerk confirmed that the group had raised approximately £27,000 so far. They were considering the possibility of purchasing the equipment and storing it, subject to insurance, as there were time restraints on some of the grant monies received. Cllr Leverett reported that they had lots of events organised and it was agreed that these dates would be circulated. Cllr Leverett wondered if the Council could look at the whole park as being a 'Destination Park' and also asked whether the committee could look at the costs of moving the gym equipment from the Basley ground to the Town Park. The Clerk reported that moving the gym equipment and/or other play equipment from other areas of the town to the park had been considered before but Waveney Norse had advised that the cost of moving the equipment made this impractical. Cllr Fleming suggested that all the various groups in the town could be brought together to discuss the park as a whole. Cllr Lewis reported that Chris Ames of Sentinel was in the process of reviewing all the parks throughout Waveney District and had advised to hold off on any decisions until he had completed his survey. Cllr Wollweber asked about the term 'Destination Park' and he was handed a description. Cllr Wollweber asked about the usage of the gym equipment but although it was thought the equipment was not used very much there were no actual figures. It was proposed and **RESOLVED** that the Committee asks representatives of each of the groups that use the park to come together to discuss their ideas for the park and to invite Chris Ames of Sentinel and that this meeting would be chaired by the Town Development Committee. It was reported that the survey by Chris Ames should be completed by November and that Simon Walker of Waveney Norse could also be invited to the meeting. The groups to be invited are GAPP, HIB, Millennium Green. Skate Board group and any other groups with a structure that use the Park.
5. **Communication: Byelaws:** Cllr Fleming reported that Mr Alistair Macfarlane had produced a report on the Byelaws which showed the proposals put to WDC for adoption. The Chair advised the Committee that it had transpired that WDC had advised that this process was complicated but they were not offering much help. Cllr Fleming suggested that the proposed byelaws could be displayed for a period of time to get feedback from residents. However the Chair would prefer to pursue the matter with WDC to get the legal position clearer. It was agreed to defer this to the next meeting. **Town Notice Board & Community News:** It was agreed that the changes to the notice board with colour coded labels and changing the layout was a great improvement and Cllr Fleming had also received favourable feedback on the recent Community News articles. **Website:** The committee received examples of other town websites and these were discussed with a view to updating the Council's website. Cllr Fleming reported that it was hoped to arrange a meeting with Southwold Town Council to get advice on how they had set up their website. It was generally agreed that the Council website

should concentrate more on Council matters rather than tourist information as there were many sites already covering this subject for Halesworth. There should instead be links to Tourism Group, Blyth Web, Blyth Valley experience etc. Social Media was discussed again but the Committee felt that this would require a lot of administration and it was felt that this was not practical at the moment. Cllr Fleming advised that after discussions with the Clerk it was apparent that the website needs tidying up and possibly the layout changed to allow a simpler more straight forward access to information. This would not necessarily involve a major re-design. The committee was very pleased to learn that Cllr Wollweber had some experience with websites and it was **RESOLVED** that Cllr Wollweber assists the Communication Working Group to improve and develop a proper website for Halesworth Town Council. **Library:** The Chair reported that the library were looking at the options for a media screen. The Clerk had spoken to the Manager of the Library with an idea of sharing the equipment and the information that could be displayed. It was reported that the original quotation for a media screen had started off at around £1800 but the clerk had obtained a quotation from a local supplier for a similar screen for £400 which can be updated via a USB stick. Cllr Lewis asked about the running costs, the Chair said that this could probably be sorted out with the Library.

6. **Campus:** Cllr Lewis reported on the meeting with Sentinel at the Skills Centre and all the various sports groups were in attendance. This was an exercise to find out what each individual group required. It was noted that the public meeting held at the Rifle Hall on the Campus project had been dominated by discussions on the Swimming Pool. Cllr Thomas then explained the structure of Halesworth Playing Fields Association and Campus Ltd for the benefit of Cllr Wollweber.
7. **Town Plan/Neighbourhood Plan:** To review any further information on implementing a Neighbourhood Plan. **Town plan:** **RESOLVED** that Cllr Payne would carry out a review of the Town Plan to bring it up to date and make it more user friendly. **Neighbourhood Plan;** the Chair reported that a draft of the submission of intent to WDC formulated by the Neighbourhood Plan Working Group (Cllr A Fleming, Cllr P Dutton and Cllr D Thomas ref TDC meeting of 13th July, 2015) would be brought to the committee for review. The Chair advised that the Neighbourhood Plan would look at the development of the Industrial areas on the northern boundary with Holton and the Parish Council had expressed an interest in being involved. **RESOLVED** that the Neighbourhood Plan Working Group be given authority to open discussions with the Chairman of Holton Parish Council. Cllr Leverett drew attention to the Strategic Housing and Economic land availability assessment which had been sent to her by Waveney District Council. It was agreed that the clerk would circulate the document. Cllr Fleming reported on the Local Plan Review meeting that she had attended with Cllr Dutton. It was apparent that there was a huge volume of paperwork to sift through and the Committee needed assistance. **RESOLVED** that the Clerk would contact WDC to ask for a presentation on Neighbourhood Plans at a Town Development meeting.
8. **Website:** This was discussed under item 5 communication.
9. **Signage:** There was no further news on when the signs would be installed, the Clerk would chase again.
10. **Correspondence:** The Clerk advised that he had received the latest plans for the Bus Hub version (ref 60343666-AL-DWG-0101) from Suffolk County Council and these were distributed to the Committee members. This would be discussed at another meeting.
11. **Date of next meeting:** 9th November, 2015