

## Neighbourhood Plan Steering Group

**Wednesday 15th October 2018 at 7pm  
Day Centre, London Rd, Halesworth**

### Minutes

There were present – Keith Greenberg (Chair), Tony Allen, Joyce Moseley, Emma Healy, Jane McGeehan, Charlotte Slater, Barnaby Millburn and Phillippa Welby (secretary)

### AGENDA

1. Apologies – BS, EH. CS enters the meeting at 7.50pm.
2. Minutes from the previous meeting – 19<sup>th</sup> September and 3<sup>rd</sup> October 2018 – These were agreed by the group.
3. Matters arising from the minutes – PW will get the UIWG data from the Council to be used in the plan. CS has emailed the young architect from the meeting and is waiting for a response.
4. To define difference between settlement boundary and town boundary – MF explained the difference between the boundaries. One being the Parish boundary and the other being the planning limit. **PW will get the settlement boundary from WDC's Local Plan.** MF also reported on the Local Plan Inspector's meeting at Orbis House. He provided details on the Chediston Road site in particular but also on the Badger's site. CS also attended this meeting and provided feedback.
5. Questionnaire development – JM, CS & EH have yet to start the survey drafting. This meeting this evening will be used to decide logistics of the next stage. The plan is to have a paper survey that can be picked up in various places in town and returned to specific drop off points. A list of potential locations was drawn up and divided up between group members (see end of minutes). The picking up of the returned surveys was discussed, PW volunteered to check the central locations on the days she was in the Council Offices. This will also be on next month's agenda. There will also be an online survey that will be hosted by Survey Monkey. EH has set the account up for this.  
**JM, CS & EH will have the survey drafted by 1<sup>st</sup>/2<sup>nd</sup> November. This will be distributed to the group for comments, with the deadline to respond by the 11<sup>th</sup> November.** The paper copies will be printed on the 12<sup>th</sup> with the release date of the 16<sup>th</sup> November for both the online and paper survey. TA got a price for printing 1000 copies of £35 from DOX Direct. **KG will check with the Little Copy Shop** for a comparative price.  
The group discussed the need for a logo. The group quite liked PW's idea for a logo where certain letters of 'Halesworth Neighbourhood Plan' were highlighted out :-

**Halesworth Neighbourhood Plan**  
i.e. **OUR PLAN**

**TA will look at further ideas for the design and pass them to CS and EH who will discuss with the designer of the leaflet.**

6. Following up specific speakers from NP launch meeting – CS has tried to contact the architect from the meeting and is waiting for a response. JM received an email from a resident asking for more information re: the next steps and reaching other areas of the population demographic. She has replied. BM has contacted the ex-conservation officer at WDC who will talk to the group on the conservation areas in Halesworth if required.
7. Next Steps – JM & JMc had started to look at the link from WDC sent by KG. It was agreed that there was too much information for one person to analyse. Instead, it might be better to break it down into categories and members of the NPSG can take up specific areas where they may have an interest and / or knowledge. **PW will draw out the headings / references from the documents and distribute them**
8. Correspondence – The Navigus consultant is available to attend the February meeting. KG suggested that the group ask him about the analysis part of the consultation process. JM and TA suggested that a town planner who is a regeneration specialist would be available to talk to the group if felt appropriate. CS asked whether the attendees of the first consultation evening had been contacted.  
**PW will send a group email to those signed up using the Facebook wording and adding that the survey will be available in mid-November**  
KG informed the meeting that HTC received an e-mail from WDC to advise that Jo McCallum was away from work for an indefinite period. Assuming it was a health issue, KG had responded, asking the WDC correspondent to convey our best wishes to her. KG had also asked who would be covering Jo's work, including the management of the funds she has set aside for our project. To date, KG had not received a response. **KG/PW to chase.**
9. Date of next meeting – 21<sup>st</sup> November.

Meeting closes at 9.05pm

Additional to the minutes – list of places to check possibility of holding questionnaires and/or drop boxes. Initials imply those group members who will check whether location is able to hold leaflets.

Preschool - CS  
Children's Centre - CS  
Primary School – CS  
Care Agencies - EH  
Churches - EH  
Day Centre - EH  
Volunteer Centre - EH  
Men's Shed – JM/TA  
The Cut – JM/TA  
Chinneys – JM/TA  
Cutler's Hill Surgery – JM/TA  
Apollo Centre – JM/TA  
Hospital – JM/TA  
Ridgeons – JN/TA  
Co-op Café – MF  
Library – MF  
Dentists – MF  
Market Place businesses – MF  
Thoroughfare Businesses/Pubs – JMc, BM, KG  
HACT bus – PW  
Town Council Offices - PW