

Neighbourhood Plan Steering Group

**Wednesday 21th November 2018 at 7pm
Council Chambers, London Rd, Halesworth**

Minutes

There were present – Keith Greenberg (Chair), Emma Healy, Bob Shiers, Jane McGeehan, Joyce Moseley, Michael Fagg, Jonathan Harvey and Phillippa Welby (secretary)

1. Received from TA, CS and BM
2. Minutes from the previous meeting – These were accepted as being a true record.
3. Matters arising from the minutes – The group had decided to go with Kel Creative to print the survey leaflets. Her costs were competitive to those found on line and it would be positive to continue to support a local business.
Unfortunately PW had not yet looked in details at the WDC document yet. **JMc will follow the link regarding secondary school education and explore what criteria need to be met in order for the town to have one.** KG asked if it was also possible to calculate how many secondary aged children were in the area who commute to schools outside of Halesworth.
JM showed the group an article in the WDC magazine regarding a change in policy that could alter building guidelines. **PW will email the article to the group.**
JM also recalled an article from the East Anglian Daily Times about Debenham Parish Council who had challenged and won against Taylor Wimpey Homes regarding the future development of the village. **KG to contact Debenham's NP Chair.**
4. Prospective new members of the steering group – Jonathan Harvey introduced himself to the group and gave some details of his background. JM had met with David George who was also interested in joining the group but unable to attend tonight's meeting. **PW to email him and give future meeting dates.**
5. Logo for the group – EH bought example logos from Kel Creative (the original designer of the leaflet) for discussion. JM suggested that the group need to set parameters and guidelines for the designer. For example, it needs to be effective in both colour and black & white. JH suggested that the logo also needed a strap line, for example 'shaping our future'. TA's email suggested that the logo needed to be less generic and include something specific to Halesworth in the images. EH suggested that as the logo is not needed immediately, the group could see what comes back as important to people in the next stage questionnaire and take ideas from that. JM suggested colours that resonate with the town such as red and blue from the town shield. **JM, EH & CS to write a brief for the logo by February's meeting.**
6. Economic Development Meeting – This has been scheduled for the 10th December with Cheryl Willis from the Economic Development dept and Dickon Povey from the Planning dept at WDC. The group decided on questions for meeting. There are two areas in the

town that the group are interested in. **PW to look at land registry to find out owners of one site.** The group would also like to discuss the links between education and economic growth, in particular the possibility of a secondary school in Halesworth. The group will also discuss the New Anglia Local Enterprise Partnership with regard to how and who can apply for grants from them. Support for small businesses will also be discussed and how this is accessed.

7. Analysis of questionnaire – KG suggested that this would be a question for the Navigus consultant as they have experience of previous NP data. **EH suggested that she contact Mutford near Beccles to see how they analysed their Neighbourhood Plan data.** The demographics part of the survey will be straightforward to analysis and EH suggested that the paper surveys could be fed into Survey Monkey so all the data was electronic. **JM, EH & CS will check survey responses as they come in to look for possible new categories thrown up by the survey responses.**

EH reported that the leaflets should be delivered to the Volunteer Centre on Monday. **PW will notify group when leaflets arrive. EH will write a piece for the Community News to announce where the leaflets are available and the Survey Monkey link. PW will also put this on the Council website, Facebook page and send email to those residents on the mailing list.**

8. Next Steps - questions for Navigus – These will be discussed at the January/December meeting.
9. Purchasing and budget management – The money from WDC has still to be received. **PW to chase.** HTC will absorb 2 hours a month for the secretary's role.
10. Correspondence - None
11. Date of next meeting – It was decided to keep the December meeting date free in case anything came up but it will be likely that the group will meet on the 16th January 2019.