

Neighbourhood Plan Steering Group

Wednesday 16th January 2019 at 7pm
Council Chambers, London Rd, Halesworth

Minutes

There were present – Keith Greenberg (Chair), Bob Shiers, Jane McGeehan, Joyce Moseley, Michael Fagg, Barnaby Millburn, David George, Jill Reece, Charlotte Slater (via phone link) and Phillippa Welby (secretary).

1. Apologies received from Emma Healey.
David George was welcomed by the group and JM reported to the group that Jonathan Harvey had decided that he would not be attending group meetings. Jill Reece was attending in her capacity as a new Councillor.
2. Minutes from the previous meeting – PW will correct JM's name. The minutes were otherwise agreed.
3. Matters arising from the minutes – KG has spoken to the Debenham Chair of their NP group, he is happy to talk to the group about their experiences. **KG to invite him to the group's March meeting.** JM reported that work had been started on the group's logo. **JM to follow up.** KG asked that analysing data be on next month's agenda. **KG to talk to Jo McCullum at WDC regarding their advice on this.**
4. Categorising and analysis of questionnaire - feedback from sub-group / further action – There are still questionnaires to come and some members of the group still had paper copies to input. The group is still hoping for a response of around 300 – 350 completed questionnaires. 10% of the population would be around 470. The age brackets that still need targeting are under 15s, 16 – 24 and 25 – 34. **JM will visit Apollo Centre to see if any responses have been collected there.** DG reported that there had only been one response from had been received from Bungay High School. **DG will also take the questionnaire to the Scouts and Cubs in Halesworth. PW to find contacts for the Brownies and Guides. JM to find a contact for the Southwold Rugby Club that use the rugby pitch in Halesworth. PW to drop questionnaires in at the Day Centre.**
The Survey Monkey free limit has been reached and to gain access to the rest of the responses, the group now need to pay £384 for a year's membership. KG proposed that this go ahead and be taken out of the group's budget. All agreed.
CS and PW to look at what other data can be extracted from Survey Monkey.
JM asked if a thank you to those who responded and an explanation of what happens next could be included in February's HCN, put out on Facebook and on the group's mailing list. **PW to organise.**
5. Education research - feedback to date further action – JMc had contacted Sonia Docherty at SCC. The pupil numbers needed for a new secondary school is 600. The County Council are very unlikely to give the green light to a new school preferring instead to extend existing schools in the area. **JMc will put a report together for the group from the information**

gained from SCC. PW will look for SCC guidance notes to send to BS for analysis. TA will look through the WDC's Local Plan and find information relating to education.

6. Meeting with WDC Economic Development and Planning Officers / M. R. King - feedback / further action – JM & KG met with Cheryl Willis of WDC. WDC are keen to keep the small industrial site at the station as an industrial site and encourage the development of it. JM, KG and BM met at the station site. It has been sold but is to be kept as workshops.
JM & BM will meet with owner of station site to discuss possible development.
The small group also looked at the maltings site owned by MR King in Quay street. This too is a site that could also be developed in the future for commercial purposes.
7. Questions for Navigus – Chris Bowden from consultancy firm Navigus will be attending the group's next meeting. Questions for him were discussed as follows.
 1. Process and timing for accessing Locality funding
 2. Engaging Navigus and on what basis, and in relation to Q.1 i.e. (timing)
 3. Criteria for use of Locality funding
 4. Level of evidence required by Inspector
 5. Do local businesses have a vote in the referendum?
 6. Advice on accessing higher grant by addressing
 - housing needs assessment (also how to undertake it)
 - strategic environmental assessment
 - habitat regs screening requirements
 - local green space designations
 - designated business NP
 7. The boundaries - what we can and can't include eg. design of housing including tenancy blind to avoid affordable housing looking different, cheaper etc, insistence on solar panels being fitted in all new builds, light & shade orientation to maximise energy efficiency, promoting educational facilities (through analysis of local primary schooling and the demand it creates for secondary schools etc.)?
 8. Is the steering group helping to form public opinions through its own ideas, or must we stick to reflecting the key aspects arising through our public consultations? If it is the former, how should we try and strike a balance.
8. Other actions required **PW to collect the group's phone numbers and distribute.**
9. Correspondence
10. Date of next meeting – 20th March 2019