



HALESWORTH TOWN COUNCIL
Communications Committee Meeting
Wednesday 16th August 2017
11am in Chambers

Waveney Local Office
London Road
Halesworth

Present: Councillors; D Wollweber (Chair) K Greenberg, A Fleming, P Dutton.

In attendance; P Welby (assistant Clerk)

MINUTES

1. **Apologies** – Cllr Leverett
2. **Declarations of interest** - None.
3. **Minutes of previous meeting** – To be confirmed at next meeting 4th September.
4. **Matters arising from the Minutes** - Not yet discussed.
5. **To set the format for the Town Forum meeting** – Cllrs discussed the format and content of forum meeting scheduled for the 14th September. It was proposed that the Forum should follow this format:
 1. Welcome and update of current planning applications – Cllr Greenberg (Chair of Planning Committee)
 2. Explanation of the planning process – how decisions are made and how the public can be involved – Waveney District Council Planner.
 3. Local Plan – an overview of the reasoning behind it, the delivery of it and the effect it has on the planning process. This to be specifically focused on Halesworth – Waveney District Local Plan Officers.
 4. Discussion and Questions – including an introduction to the concept of a Neighbourhood Plan and call for volunteers.

There will also be a display of the maps relating to the local plan available for residents to browse before the meeting starts. Clerk to contact Waveney to ask whether there are electronic copies available.

The library has agreed to lend the Council their display boards to put the maps on. These are large and would possibly need a van to transport them to the venue. The Volunteer Centre have also agreed to lend boards. Clerk to contact U3A to ask about borrowing mics and projector screen.

It was agreed to request a meeting with the WDC planners to discuss the format of the meeting – Cllr Wollweber and Cllr Greenberg to attend.

It was also decided to supply a short feedback form at the forum to gauge public opinion of the Local Plan.

It was agreed to place another, bigger advert in the Community News for this month. Cllr Wollweber will share the poster on the 'What's on in Halesworth and Holton' Facebook site. Clerk to put posters on the noticeboard, at the Angel, on the library screen and in the library on their noticeboard. Cllr Fleming also suggested placing posters in the local churches. The possibility of a press release was also discussed for the Beccles & Bungay.

6. **Correspondence** – There was none.