



HALESWORTH TOWN COUNCIL
Communications Committee Meeting
Monday 22nd January 2018 10.30am

Council Chambers
Waveney Local Office
London Road
Halesworth

Present: Councillors; D Wollweber (Chair) K Greenberg and P Dutton.

In attendance; P Welby (assistant Clerk) M. Took.

Minutes

1. **Apologies** – Cllr Leverett and Cllr Fleming.
2. **Declarations of interest:** Cllr Greenberg 11 – for correspondence he will be referring to.
3. **Minutes of previous meeting** – The minutes of the meeting held on the 11th December 2017 were accepted as a true record.
4. **Matters arising from the Minutes.**
 7. Brocante Parking – Following the complaint by a member of the public. It was decided to ask WDC if they could identify the car parking spaces that belong to particular businesses to avoid a situation where traders may block these.
 9. Barrow Crossing – The assistant Clerk had received a reply from Greater Anglia stating that a re-brief will be issued to drivers and conductors. Assistant Clerk to reply asking what action has been taken.
 5. Questions for District Councillor – Cllr Goldson has seen the email concerning the London Rd Building. It was agreed to ask him to stress the importance of the Council and other organisations needing a base when he is involved in any discussions with WDC.
5. **Questions for District Cllrs** – It was decided to ask Cllr Goldson whether it would be possible for him to alert the Council as to when the large planning applications were going to Committee. It was also decided to ask him about the proposed closure of the Archives at Lowestoft Library.
6. **Town Noticeboards** – The new visitors map has been installed at the station. Cllr Wollweber will check as to what signage is on the other side of the station for visitors and whether it may be possible to add a directional sign for passengers on the Ipswich platform.
7. **Forum Meeting** – The Committee decided that there were enough topics to warrant a Town Forum meeting in February. The list of suggested topics was, an update on the London Road Building situation, an update of the Urban Improvement Working Group exhibition in the library, an update on any of the larger planning applications if there is any new information, an update on the Neighbourhood plan process and a possible section for those who are seeking election to the Council to speak. Clerk's office to check availability of Edgar Sewter school. Forum to be put on next full Council meeting agenda in February.
8. **Emergency Contact** – Cllr Took raised the issue of the press not having an out of hours contact for the Council if a statement is needed. Cllr Dutton agreed as Chair to be the out of hours contact for the press. Clerk's Office to send Cllr Dutton's contact details to Archant. It was also briefly discussed about having an emergency contact for the public. This will be discussed at the next Town Development Meeting under the Emergency Plan.

9. **Website/Mailing list** – Nothing this month.
10. **Social Media** – The Council have agreed to an information only Council Facebook page. This will have a trial period. The Clerk's Office will draft a Social Media policy and discuss the start date. A list of what will be published on the site was decided. Warnings – floods, snow, road closures. Election News/updates. Large or possible contentious planning applications. Local events – this would have the same restrictions as advertising on the bridge. Council Meetings – this would take the form of a link to the website. It was discussed as to the possibility of the Council being able to comment on other Facebook sites in the capacity of 'myth busting or rumour quashing', however it was decided that the page would act as an information source only and if anyone wanted additional information they could contact the Council in the usual methods. The Council's mailing list will still be the first information source.
11. **Correspondence** – Cllr Greenberg raised an email from Halesworth in Bloom that had not been replied to. The Assistant Clerk apologised and said when she had received answers from Waveney Norse she would reply to Halesworth in Bloom.