



Present: Councillors; P Dutton (acting Chair), K Greenberg, D Wollweber, R Lewis, M Took, A Fleming, S Leverett.

In Attendance: P Welby (Assistant Clerk) and one member of the public.

1. **Apologies:** Councillors D Thomas, K Forster
2. **Declarations of interest:** Cllr Took for no. 8.
3. **Minutes:** The minutes of the meeting of the 12th January 2018 were approved with the assistant Clerk to change the typo 'vehicles in the Town Council' to 'Town Park'.
4. **Matters arising from the minutes** – There were none.
5. **SCC Flood Project** – Cllr Thomas was absent so no update was provided. The assistant Clerk reported the waterways are being mapped by the volunteer group.
6. **Emergency Plan** – The assistant Clerk had put together a list of emergency and out of hours telephone numbers for the website. Cllr Dutton had agreed to be the out of hours contact for the Press and the assistant Clerk confirmed she has given Archant his details. Cllr Wollweber proposed that the Clerks have a pay as you go mobile phone for out of hours emergency contact. This was seconded by Cllr Greenberg. All in favour. The assistant Clerk said that when the number was live, the Clerks would monitor it and if it was not being used for emergencies only they would report back to the Council.
7. **Closure of Lloyds Bank** – The assistant Clerk was communicating between WDC and Lloyds Bank to get a date for the moving of the defibrillator. She would also check that the unit is suitable for outside use without a cabinet.
8. **Car Parking** – Cllr Took has been visiting traders to remind them about the possibility of donating to the fund. There have also been four donations from Members of the public. Cllr Goldson is still negotiating with WDC for a percentage of the parking fines collected to be used to offset the payment for the one-hour free parking. Cllrs Dutton and Lewis are meeting with Andy Jarvis and Cllr Goldson to discuss this further. Cllr Leverett reported that HVBP do not have a new agreement for the Old Printworks yet.
9. **Urban Improvement Working Group** – Cllr Dutton reported from the recent exhibition held in the library. There were 158 questionnaires filled in within the deadline. 82% of the respondents were residents and 96% of them were over 50. Cllr Dutton reported that it was disappointing that no traders visited the exhibition in the 6 – 8pm slot which the library was kept open specially for. He then read from a report which will be circulated to the Council with the results of the survey on. Cllr Fleming thanked Cllr Dutton for all his and the UIWG's hard work. The group will now meet to discuss the data and make proposals to the Council and Cllr Goldson based on the results.
10. **CIL and S106 projects** – There is £456 due in May of S111 money. Cllr Wollweber suggested that the money be spent on re-siting the Teen Shelter if the position is approved. Cllr Dutton has spoken to Millennium Green who reported that Highways have volunteered to do the work needed at the White Bridge. Cllr Greenberg reported that Halesworth in Bloom have bought the plants and that the Men's Shed have made the containers to plant them in.

11. **Neighbourhood Plan** – Cllr Greenberg reported that the key posts have been filled in the group. There was a recent article in the Community News about the Neighbourhood Plan group and its aims and also trying to attract members of the community that were perhaps under represented at present. The next meeting on the 22nd February will be about developing priorities for the Plan. The Chair of Holton Parish Council will be attending the next meeting to see if it is possible for Holton to be involved so the Plan can then cover Holton and Halesworth.
12. **Cherry Trees at Bedingfield Crescent** – A plan of where the trees were to be planted at Bedingfield Crescent was circulated among Councillors. It was agreed that the Clerk's Office would write to residents to see if there are any strong objections. Subject to there being no strong objections the Committee voted to approve the planting position of the trees.
13. **Suffolk Highways, Community Self Help Survey** – The Committee agreed that the Clerk's Office should fill in the questionnaire saying Halesworth Town Council were not in a position to take on any voluntary work for Highways management.
14. **Website** – It was suggested that the plan for the proposed Cherry Trees be put on the website, an update of the car parking fund and the plans to move the defibrillator.
15. **Maintenance** – The Clerk's office had received a report of broken glass which had been reported to Waveney Norse.
16. **Correspondence:** Cllr Wollweber bought up the emails sent to the candidates in the election about the hustings. Emails had been sent to all candidates inviting them to take part in a hustings event. At the time of the meeting only one response had been received. Cllr Leverett suggested that this should be separate from the Forum meeting. Cllr Fleming suggested that the hustings needed an independent Chair not from the Council. Cllr Wollweber proposed that the hustings be held at the URC on the 27th February at 7pm and that the Forum be moved to a date in March. This was seconded by Cllr Greenberg. All in favour. The format was proposed that the candidates be able to give a statement about themselves that lasted no longer than five minutes and that people attending the event would be given the opportunity to ask questions. It was suggested that anybody with a question should write it down beforehand and that the Chair would ask the same questions to each candidate. Cllr Wollweber suggested that a Forum was still needed as the future of the London Road Building although discussed at Council meetings had not yet been discussed in a public meeting and that an update of the Patrick Stead situation could also be given.

The meeting closed at 8.17pm.