

Present: Councillors;

A Fleming, T Gardner, P Dutton, K Greenberg, S Leverett, R Lewis, D Thomas (Chair), M Took, D Wollweber

In Attendance: N Rees (Town Clerk), 2 members of the public

Minutes

1. **Apologies:** Cllr A Payne
2. **Declarations of interest:** Non-pecuniary interests: Cllr Fleming for 5, 6 8 11 14 & 15, Cllr Dutton for 5, 6, 7, 8, 11, 12, 14, 15, Cllr Took for 6, 7 & 14, Cllr Lewis for 6, 11 & 14, Cllr Leverett for 6, 8, 11, 14 & 15, Cllr Greenberg for 6, 11 & 14, Cllr Wollweber for 5, 6, 10, 11, 13 & 14, Cllr Thomas for 6, 7, 9, 11 & 14
3. **Matters arising from the minutes.** The question of whether the resident responsible for the bird feeder over the river in Bridge Street should be approached again to request that he desists from feeding the birds was discussed. Mrs Janet Huckle who regularly reported sightings of rats in the town, confirmed that she had not noticed any food or pigeons several weeks. It was agreed to monitor the situation and if necessary the Clerk would write to the Landlord and call on the resident to explain the problem.
4. **Minutes:** The minutes of the last meeting held on the 10th October, 2016 was accepted as a true record.
5. **Communications sub-committee:**
 - a) To receive a verbal report on the meeting held on the 14th November, 2016. Cllr Wollweber reported that the screen in the Library was likely to be live in the next two weeks. Stickers and plaques had been produced for the Council's assets and at the next suitable dry period these would be placed on street furniture and equipment. Network Rail were printing their own safety information leaflets and these would be available next week. In the meantime the Council had reproduced Network Rail's safety information and volunteers were distributing them in the local area. Cllr Wollweber reported that the website traffic had increased significantly which was encouraging. The sub-committee would be looking at the possibility of having some advertising medium in the bus shelters. Finally, there would be a Mailchimp Newsletter informing residents that the barriers and gates would be erected at the barrow crossing on the 16th January 2016. The subcommittee would meet again on 16th January, 2017.
 - b) To consider any updates: As noted above.
 - c) Green flag photo shoot: The Green Flag event would be on Wednesday 16th November at 2.30pm. Cllrs; Fleming, Thomas and Leverett confirmed attendance.
6. **Parking:** To consider any updates and to review the proposed free parking banner. The Committee considered the proposed banner and it was RESOLVED to approve the banner with the following amendments; Increase size of the text 'Free 1 hour parking' and change text colour to Blue, reduce size of text for 'Support Your Town' and change text colour to Red. So that the main message 'Free I hour parking' and 'Support your Town' would then be roughly equal in size. Reduce size of the Sky, so there is less white area, then add text at the bottom 'Don't forget to obtain a ticket'.
On the matter of contributions from the business community, the Clerk reported that the response so far had been disappointing. It was then agreed that the Clerk would draft an

email to chase the businesses that had not responded and send this around to the committee for approval. It was noted that WDC had agreed

7. **Bridge Street:** To consider the request for HTC to licence two additional planters in Bridge Street. After considerable debate it was agreed that there should be a plan of the Thoroughfare and guidelines for businesses on gazebos, canopies and the like. Clarification was needed on what needed to be licenced. It was agreed that this would be looked at after Christmas. It was then RESOLVED that the Committee recommended approval of the licence for the two additional planters in Bridge Street.
8. **Emergency Plan:** To consider forming a small committee/working group to produce an Emergency Plan. It was then RESOLVED that this task was delegated to the Communications Group.
9. **Health:** Update: The Chair reported that the CCG had inspected the current conditions with outpatient services being crammed in to the Physio Dept. and agreed with Mr Ballantine's concerns. The CCG would relay this to the ECCH and hopefully this will result in action to improve the situation.
10. **Cycling Group:** To consider the request for Halesworth cycling maps. It was noted that the maps were available to download for free from the Suffolk County Council website. It was RESOLVED that Halesworth Cycle Group would need to put in a grant application if it wished the Council to consider whether it would fund the printing of the cycle maps.
11. **Barrow Crossing:** This matter was dealt with under item 5.
12. **Planning:** To consider any Planning matters affecting the Town. The Clerk advised that he had included this item in preparation of a prior engagement with Hopkins Homes. It had since transpired that Hopkins Homes were unable to attend the meeting and an alternative date would be arranged.
13. **Website:** To consider any items for the website: It was agreed to add the date for the Barrow crossing gates, add Festive events and add a Photo of Cllr Took at the recent event in Newmarket.
14. **London Road Building:** Cllr Fleming reported that there had been a very promising meeting with Mr Fairs who was representing the Heveningham Hall Trust. The Chair and the Clerk had given Mr Fairs a tour of the building and shown him the condition of the window frames and the estimated costs of repairing them.
15. **Vas Speed Sign:** The Committee received and noted the figures from the VAS sign outside the Edgar Sewter School during October.
16. **Maintenance:**
 - a) To receive a report on any maintenance issues. The Clerk reported that he had met with Mrs Janet Huckle and representatives from Waveney Norse at the Cemetery earlier in the day. In general, this was a positive meeting and Waveney Norse agreed to address the issues raised by Mrs Huckle.
 - b) To consider how to manage fly posting on the Saxon Way Bridge
17. **Correspondence:** The Chair read out a letter from a resident who had suggested a very strong message was needed to stop cyclists from cycling across the Barrow Crossing.

The meeting was closed at 8.04pm