

**Present:** Councillors;

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

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

## **MINUTES**

1. **Apologies:** None
2. **Declarations of interest:** Non-pecuniary interests; Cllr Took for 7 & 11, Cllr Wollweber for 5, 7, 11, 12 & 13, Cllr Lewis for 7 & 11, Cllr Leverett for 5, 7 & 11, Cllr Fleming for 5, 7, 9 & 11, Cllr Dutton for 5, 6, 7 & 11, Cllr Greenberg for 7 & 11, Cllr Payne for 6, 7, 11 & 12, Cllr Thomas for 6, 7, 8 & 11
3. **Matters arising from the minutes.** Cllr Dutton asked whether Highways had commented on the problems with the signage to the A12 at the top of London Rd, the Clerk confirmed that SCC stated that they were happy with the current position had no plans to reposition the signs. The Clerk would enquire again.
4. **Minutes:** The minutes of the meeting held on the 12<sup>th</sup> December, 2016 were accepted as a true record with the amendment that Cllr Lewis was absent.
5. **Communications:** The Committee received and noted the minutes of the Communications meeting held on the 19<sup>th</sup> December, 2016. Cllr Wollweber presented several topics for the Town Development committee to consider. This item represented a large proportion of the meeting and the following is a summary of the actions agreed:-
  - **Forum Meeting:** Clerk's office to send Mailchimp message to subscribers informing them off the Forum meeting and suggested topics for discussion. (Clerk's note, the topics agreed so far include 1) Future of the London Rd Building, 2) Future of the free parking and how to pay for it, 3) Greening of the town, in particular the preservation and improvement of the trees in the town, 4) Traffic flow through the town, to include pedestrians, cyclists and motorists, 5) Cyclists safety, 6) Thoroughfare car park; Vehicular egress and maintenance, 7) Pedestrian safety at the Angel Link North car park, 8) Re-designation of the Thoroughfare, 9) Thoroughfare Street furniture 10) Saxon Way bridge posters. The Clerk reported that he had received two requests for the HPFA to be included as a topic for the Forum meeting. The Committee agreed that this item could be included even though the Council was not responsible directly and had no authority to get involved with outside bodies. It was agreed that there were several topics to discuss and each item would be allocated a 10 minute slot
  - **Saxon Way Bridge Posters:** It was agreed that HTC had the authority to manage the posters on the bridge. The Communication Group now needed to agree a set of guideline rules.
  - **Street Furniture:** The Thoroughfare was more complicated than the Saxon Way Bridge as it was not clear if HTC had the necessary powers to enforce any rules on Street Furniture. It was noted that the Thoroughfare was designated a highway with certain restrictions (Traffic Order in place) and was technically SCC Highways' responsibility. A licence was needed for some items such as Planters but removable furniture was not policed. It was agreed that a Voluntary code was needed and this could be displayed on the website, Noticeboard, etc. It was then RESOLVED that a working group (subcommittee of the TDC) would be set up to look at the traffic management throughout the whole town (to include the Thoroughfare, Market Place, Street furniture and all areas

where improvements could be made to the flow and safety of traffic in general, including cyclists, delivery vehicles, blue badge holders, pedestrians and mobility scooters). The Traffic Management Working Party would comprise Cllrs; D Thomas, D Wollweber, P Dutton, K Greenberg and any volunteers from members of the public that the group felt could assist in the task. The Chair reminded the members of the Working Party that they should keep an official record of the meetings but did not need to meet in public. Any recommendations or reports would be brought back to the TDC committee. It was important that Mark Kerridge of SCC Highways should be consulted during the process as he could give advice on what was practical or possible for the Group to achieve.

- **Emergency Plan:** The Clerk reported that the Police had contacted him to ask if the Council had any contingencies in place for the possibility of flooding and in particular if there was a rally point or any suitable place of refuge for residents to stay the night. It was noted that the Communications Group were currently looking at an Emergency Plan. A member of the public present at the meeting offered her house in such an emergency and suggested that the Council could ask other residents in the town if they would do the same. The Committee agreed that this was a good idea and the request could be made on the website, Community News and other media and then a register of properties and contacts could be held by the Council. It was also noted by Cllr Took that the Day Centre and Nsafe held a record of vulnerable people in Halesworth. The Communication Group would progress the Emergency Plan at the next meeting.
6. **Planning Committee:** The Committee received and noted the minutes of the meeting held on the 4<sup>th</sup> January, 2017 and the meeting held on the 11<sup>th</sup> January, 2017. Cllr Dutton reported on the recent applications including the Hand Car Wash at the Angel Link South car park and the Hopkins Homes development off Hill Farm Rd, both of which the committee had recommended refusal.
  7. **Barrow Crossing:** To consider alternative safety notices. The Committee was disappointed to note that Network Rail had objected to HTC's proposed safety poster 'Don't be an Ass' which was intended to be fixed to the new barriers/gates on the platform. It was RESOLVED that the Committee would use the suggested poster by Cllr Greenberg instead. Cllr Dutton asked if there was another position where the original poster could be placed. After discussion it was then RESOLVED that the 'Don't be an Ass' poster would be placed alongside the cartoon poster on the wall adjacent to the platform. This would be in addition to the agreed posters to be placed on the barriers.
  8. **Halesworth in Bloom:** To consider the plans for the Joseph Hooker Bi-Centenary celebrations in the Town Park. Tamsyn Imison presented the plans and objectives of Halesworth in Bloom. The Committee received the HIB Halesworth Town Park 5 year Plan, the HIB Station project report, the Joseph Hooker bicentenary celebration plans and the Town Park draft management plan. It was agreed that every effort should be made to advertise the Joseph Hooker bicentenary celebration which would be taking place throughout the town on the weekend beginning on Friday 30<sup>th</sup> June, 2017. It was noted that the proposals involved a trail, notice boards and benches in the Town Park and Waveney Norse/WDC should be informed. Approval would be needed from WDC and HTC for any alterations on the park. The Chair would take away the draft management plans for the Town Park and report back at the next meeting.
  9. **New Reach:** To review the New Reach Aims and Objectives. It was noted that the New Reach report was very interesting, it explained the aims, objectives, obstacles and ownership of the New Reach in detail. It was noted that there was not any specific request for the Committee to consider but the Clerk would write and thank them for this valued information.
  10. **Trees:** To consider ideas to protect Halesworth's green assets. Cllr Dutton explained that he had recently been alarmed to discover that some trees had been removed recently in Dakins Drift. He was therefore suggesting that the Council should conduct a survey of the town's arboreal assets and to consider implementing tree preservation orders where necessary to protect these assets. The Chair opened the meeting to learn from Tamsyn Imison that there were currently two tree wardens in the town; Tony Eden and Lisa Simmonds, both of whom had a great deal of local knowledge. Mr Richard Woolnough had also catalogued 45

important trees in the town and a copy of this register of trees and the location plan would be sent to the Clerk. It was also noted that most of the trees in the park also had labels. It was agreed that the town had other areas that may be considered suitable for the planting of more trees which would enhance the visual attraction and wellbeing of the town. It was then RESOLVED that Cllr Dutton would liaise with HIB and the tree wardens to put forward proposals for the Committee to consider.

11. **London Road Building:** To review any updates. The Clerk read out an email received from Mr Andrew Jarvis, Strategic Director for WDC. The email confirmed that the Cabinet had still not discussed or approved the offer made to HTC by Mr Jarvis despite the fact that the offer had been made in early October 2016. The Committee were very concerned that at least 3 months had been lost and the deadline for putting the property on the open market was March 31<sup>st</sup>, 2017 which was drawing closer. It was agreed that the Clerk would write to Mr Jarvis expressing this concern and requesting an extension of 3 months to allow sufficient time for HTC to consider the offer once it had been approved. Cllr Leverett was also concerned that the business plan had not been progressed any further as it was now over a year since the process had started. The next meeting with Hannah Reid of Community Action Suffolk was scheduled for the 2<sup>nd</sup> February and it was important to have a business plan in place. Cllr Dutton reminded the Committee that the offer made by Mr Jarvis in October had effectively changed the business plan completely. The Chair suggested that if the offer from WDC was accepted this would make the business plan unnecessary. It was noted that the offer relied heavily on whether the site could be developed, thereby producing an income to offset the costs of additional maintenance for the park and toilets. Cllr Dutton offered to involve Hastoe Housing Association to assess the potential of the site. It was agreed that this would be very useful if they were able to visit site and give some guidelines, preferably before the meeting with Hannah Reid. Cllr Lewis informed the Committee that they should be aware that WDC had indicated that there would be a clause in the contract which would limit any revenue from development of the site, at least for a period of time. The Clerk reminded the Committee that any decision to make or accept an offer on the London Rd Building would need to have approval of the full Council.
12. **Cycle Stands:** To consider if additional cycle racks are needed in the town. It was noted that there may be a lack of cycle stands in the town but consideration had not been given to where additional cycle stands could and should go to meet the needs of cyclists in the town. It was RESOLVED Cllr Wollweber would take this to the Halesworth Cycle Group to consider further ideas and to report back.
13. **Website:** It was noted to send a Mailchimp message regarding the Forum meeting to be held on the 24<sup>th</sup> January.
14. **Maintenance:** There were no maintenance issues to report
15. **Correspondence:** Cllr Fleming raised the matter of the Forum meeting and it was agreed that if the HPFA topic was discussed another neutral Cllr would have to Chair that item. Cllr Fleming would also look at microphone options for the meeting.

The meeting was closed at 8.10pm