

Minutes of the Neighbourhood Plan Steering Group

**Wednesday 15th August 2018 at 7pm
Day Centre, London Rd, Halesworth**

There were present – Keith Greenberg (Chair) Bob Shiers, Barnaby Milburn, Tony Allen, Joyce Moseley, Emma Healy, Rob Roy, Jane McGeehan, Michael Fagg and Phillippa Welby (secretary)

1. Apologies – received from Charlotte Slater.
2. The minutes of the meeting on the 4th July 2018 were approved by the group.
3. Matters arising from the minutes – JM has spoken to Jo McCallum in the SCDC Economic Department who has confirmed that there is no land available in Halesworth for zoning. The land near the Triple Plea pub has been sold. The business units at the station have also been sold. BM to check with business owner what the situation is at the station. PW will check with Desi Reade (SCDC) regarding protecting the land as industrial units. JMc asked for clarification as to what Survey Monkey is. RR explained the purpose of the online survey platform and how it would be used in conjunction with the consultation period of the Neighbourhood Plan. RR will produce the matrix as requested by the group. KG spoke about the Suffolk County Council Community Green Energy group which is keen to put on a workshop for Halesworth and Beccles NPSG's later in the year. While the meeting thought the concept of community energy is important, it thought it should hold fire on the matter until it had some public feedback on the overall direction of the NP. KG thought the Town Council might like to consider the possibilities of Community Energy and will put it to Council in September.

Actions – PW to talk to Desi Reade, RR to produce matrix, KG to introduce Green Energy proposal to Town Council, BM to speak to business owner in the Station business units.

4. EH, JM and CS have worked on the leaflet promoting the Plan and the first public consultation meeting and asked for the group's feedback. The main issues were that the photos needed to reflect the town's demographic more, to include the meeting date and to reduce the amount of text. PW also requested that her name was taken off the leaflet. TA suggested using the aerial photo as the backdrop for the whole leaflet. He will find examples of this to send to EH. The group will send their comments to EH by Monday 20th August for her to incorporate the suggestions. She will then redraft the leaflet with the designer.

The group discussed the teaser posters. TA will get prices for the banners to display in the Town to generate interest in the meeting and the plan. The group liked the idea of 'What do you want?' followed by the meeting details.

BS will liaise with the Town Clerk to check the overall budget (both HTC and WDC) to ensure costs are under control.

Actions – Group to email EH, EH to redraft leaflet, TA to get banner prices and to discuss layouts with EH, BS to liaise with Clerk re: budget.

JM had split the town into sections for leaflet delivery. Group members took a section. The leftover section will be shared by the group. As many members that are available will meet on the 8th September at 3pm at the Council Offices and deliver the leaflets. All leaflets are to be delivered by the 9th September. EH and PW will try to work out how many houses are in each section.

Actions – EH, PW to work out leaflet numbers needed. Leaflets to be delivered by the 9th September. Group effort to clear remaining section on 8th September.

The group then discussed the meeting on the 27th September. EH will check if the Church's PA system is available otherwise the group will hire the U3A's. The format for the meeting was discussed and decided as follows:

- Introductions – the group to introduce themselves
- Presentation – KG to give a presentation to explain what the NP is
- Audience ideas – to ask for ideas of what people would like included in the plan
- Q&A
- What next? – to explain the steps of the NP process

The group agreed it would be preferable if the chairs could be set out 'cabaret' style round tables to encourage discussion. BS asked if it was worth checking what other groups did at the first meeting.

It was agreed to put Post Its and pens on each chair so people could write their ideas and then stick them to boards around the room. This would encourage people who are not comfortable with speaking in front of others to come forward with ideas. It was also suggested to ask a representative from a successful NP to talk at the meeting, possibly Southwold or Kessingland. KG/TA asked whether it would be possible to have pens with the NP logo on for people to use and then take home. It was agreed that the Town's two district councillors should be invited to the public meeting and KG would contact them.

Actions – EH, CS, JM to decide format and running order of meeting, EH to organise PA system. TA to get quotes for pens. KG to e-mail Southwold NP chair re. speaking at the Halesworth NP meeting. KG to invite District Cllrs. Tony Goldson and Leticia Smith.

5. EH reported that Jill Everett will help the group with statistical analysis.
6. This was dealt with under Matters Arising.
7. The next NP steering group meeting will be the 19th September at 7pm for a final check on the meeting format. The group will also meet on the 3rd October at 7pm to conduct an analysis of the first public meeting.

Meeting finished at 8.50pm