

Minutes of the Neighbourhood Plan Steering Group

**Wednesday 19th September 2018 at 7pm
Day Centre, London Rd, Halesworth**

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

- 1. Apologies** – Rob Roy has now left the group.
- 2. The minutes of the meeting held on the 15th August 2018 were approved by the group** apart from TA requesting an amendment regarding he was going to discuss layouts with EH not provide examples of aerial photos. KG also noted a typo in ‘Southwold’.
- 3. Matter arising from the minutes** – PW is still to arrange a meeting with Desi Read and Cheryl Willis of WDC regarding protecting of industrial sites and zoning of land. BM had met with the owner of the industrial site near to the station. The site is definitely up for sale and the owners have received offers on it. JM suggested that talking to WDC Economic Dev Team/Planners to see if site can be developed but current tenants protected. The group had delivered the leaflets across town and hope to have reached the majority of residents.
PW to arrange meeting with WDC planners/ED team.
- 4. Public Consultation planning** – CS informed the group that the school had a capacity of 120 for fire safety. PW will bring a click counter to enable to a tally of attendees and organise sign up sheet. The sign-up sheets will be available by the refreshments. The school has requested that an usher be present at the refreshments for health and safety purposes. BS, MF and JM to act as ushers. The school have said they can provide cups for hot drinks.
CS went through the slides with the group. The evening will start at 7.15pm with KG to welcome and set out the purpose of the evening. After this each member of the group will introduce themselves and state why they are part of the process. JM will present the ‘What is a NP’ section. Then Liam Martin from Kessingland will present an insight into a completed plan and Kessingland approached the process. Then there will be a short time allotted for any questions so far. EH will then present the consultation process. This will be when the meeting becomes interactive and attendees will be asked to write what they would like to see in Halesworth and what’s important to them on Post It notes and stick them to large sheets of

paper to be collected in. The next steps will then be explained and what the group will do the information they have got. The online and paper survey will be explained.

CS stated that this meeting must be about encouraging people to take part but managing their expectations especially in regard to what is in the current Local Plan. MF had a list of what's in the current Local Plan and was asked to circulate this to the rest of the group.

KG will contact Navigus and ask when the consultant would envisage joining the group. He will also explain that the NP is being funded through grants from central government not the precept.

CS will email the agenda for the evening to the group to check times. PW will be the timekeeper for the evening. KG also agreed to ask for more recruits on the evening.

CS will check projector at the school and EH will supply the PA.

PW – to bring click counter, sing up sheets, flip chart paper, Post It notes & to act as timer for the evening.

BM, JM & MF to be refreshment marshals.

MF to circulate list of what's already in the LP to the group.

KG to contact Navigus.

CS – email agenda to the group, check school projector

EH – to supply the PA and shop for refreshments.

5. **Finance Update** – PW gave the group an update on how much has been spent so far - £545.94. Still to come are refreshments, the Survey Monkey fee and stationery for the meeting. The Kessingland Parish Council Chair will be speaking at the consultation launch meeting. **JM & TA offered to supply a thank you gift for him.**
PW to arrangement payment of invoices with HTC and WDC.
6. **SALC – information bulletin - National Framework - Changes to Neighbourhood Planning**
– This was circulated to the group.
7. **Transparency** - In the interests of transparency – BM declared an interest in the Town Farm development and JM & TA declared an interest in the Campus project.
8. The next meeting is the consultation evening on the 27th September, followed by an analysis meeting on 3rd October.
9. The meeting closed at 8.42pm