



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

NEIGHBOURHOOD PLAN SUB- COMMITTEE

Wednesday 22nd July 2021 at 4pm in The Guild Room at Hadleigh Town Hall, Market Place, Hadleigh, IP7 5DN

Minutes

NPSC21.1 Election of Chair	Councillor Bayliss was proposed by Councillor Schleip and seconded by Projects Officer. Councillor Bayliss was elected as Chair.
NPSC21.2 Present	Councillors Schleip, Wilson and Bayliss (via Zoom), Projects Officer and Rickaby Shearly-Sanders (via Zoom) (Members of the Committee attending via Zoom did not take part in any votes)
NPSC21.3 In Attendance	Town Clerk, 1 member of the public
NPSC21.4 Welcome	The Chair opened the meeting, and advised that The Council, members of the public and press may record/film or broadcast the meeting, when the press and public are not lawfully excluded. Any member of the public who attends the meeting is advised that the Town Council cannot control 3rd party recording. The Town Council will be recording the meeting. The Chair welcomed everyone to the first Neighbourhood Plan Sub-committee meeting. He said the Neighbourhood Plan is well overdue as the town needs a plan. There have been examples in Planning meetings where developers have mentioned the lack of a Neighbourhood Plan so applications are unlikely to be rejected. He is looking forward to getting everyone involved with a plan for the town.
NPSC21.5 Apologies	There were no apologies for absence.
NPSC21.6 Declarations of Interest	There were no declarations of pecuniary or non-pecuniary interest.
NPSC21.7 Dispensations	There was no consideration of dispensations.
NPSC21.8 Public Forum	A member of the public introduced herself, she is hoping to join the Sub-committee at the next Planning meeting.
NPSC21.9 Meeting Dates	Proposed by Projects Officer and seconded by Councillor Schleip it was agreed to hold future meetings on the 3 rd Friday of every month.
NPSC21.10 Update from Projects Officer	The report from the Projects Officer was noted . The report gave the background on the work carried out so far and



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	what the Planning Committee had agreed so far, she also confirmed the progression of the draft plan and that she is now at Part 2 – The Plan and Policies Key Themes having already completed Part 1 – Introduction and Evidence Base. The Projects Officer also confirmed the amount of the grants received by the Town Council previously and how much is potentially available to us.
NPSC21.11 Introduction from Members	Councillor Wilson explained that he had been part of the previous Neighbourhood Plan Working Group in 2017. He is keen to help specifically with Housing and Open Spaces. Councillor Schleip explained that she had attended the previous Neighbourhood Plan Working Group as a member of the public and then became a Councillor. She is interested in Planning and in a previous job worked on Stage 3 Planning Complaints. Councillor Bayliss explained that he has always thought the most important thing for a Town Council is a Neighbourhood Plan. It is very important for the future of the town and to help maintain what we have. He has an interest in Planning and a knowledge of the building trade. Hopes that the Neighbourhood Plan will be completed by the end of the term of this Council. Rickaby Shearly-Sanders explained that he was on the previous Neighbourhood Plan Working Group and shares similar views to Councillor Bayliss. He hopes we can work closely with Babergh District Council as our plan can affect their plan. He said there has been a change in attitude towards Environmental impacts which will shape the plan. He is hoping that with the plan that we can retain the character of Hadleigh. He is interested in Housing and Sports & Open Spaces.
NPSC21.12 Terms of Reference	Proposed by Projects Officer, seconded by Councillor Wilson it was agreed to move on to the next item.
NPSC21.13 Communication and Community Engagement Strategy	Proposed by Councillor Wilson, seconded by Projects Officer a motion was proposed 'To agree to develop a Communications and Community Engagement Strategy' Proposed by Councillor Wilson, seconded by Councillor Schleip the above motion was agreed. Proposed by Projects Officer, seconded by Councillor Schleip it was agreed to accept the draft Communications and Community Engagement Strategy created by Councillor Wilson.



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NPSC21.14 Other Members	Proposed by Projects Officer, seconded by Councillor Schleip it was agreed to seek a member of the public with experience in community engagement.
NPSC21.15 Policy Themes	Proposed by Councillor Wilson, seconded by Councillor Schleip the following policy themes were agreed: Housing Growth; High Street & Tourism; Business; Open Spaces & Sports Facilities; Natural Environment; Traffic, Parking and Sustainable Movement. All of the above themes will interlink and be interdependent on one another.
NPSC21.16 Working Groups	Proposed by Councillor Wilson, seconded by Councillor Schleip it was agreed to create 6 Working Groups to develop the policies for the themes above. Each Working Group will have at least 1 Sub-committee member on it.
NPSC21.17 Next Steps	Proposed by Councillor Wilson, seconded by Councillor Schleip the following next steps were agreed: Projects Officer to email article to Hadleigh Community News; Projects Officer to close down old Neighbourhood Plan website; Councillor Wilson to make Projects Officer admin of Neighbourhood Plan Facebook group; Projects Officer to email everyone regarding Working Groups and set up training on how these need to be run; Projects Officer to email to everyone her report and also access to Jira (project management software); Projects Officer to write brief report for next week's Planning meeting.
NPSC21.18 Future Meeting	The next meeting will be held on 20 th August 2021 at 2pm.
NPSC21.19 Close of meeting	There being no further business the meeting finished at 5.18pm.

Signed

W. Brame

Wendy Brame
Town Clerk
26th July 2021