

**Draft Minutes of the Infrastructure Plan Committee Meeting held on Wednesday 26<sup>th</sup> July 2017  
in The Cell, The Old Court House at 6.30pm**

**1. Apologies:**

All present.

**Present:**

Cllr S Bennell, Cllr S Garrett, Cllr J Jones (Chair) Cllr G Kitching, Cllr J Tanner and Mr R Charnock-Smith and Mrs A Garrett

**In Attendance:**

Mrs Eileen A Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

Cllr Tanner declared a pecuniary interest in the Community Centre item and signed the Interest Book.

**3. Public Comment:**

None.

**4. Minutes of previous meeting:**

Cllr Jones proposed the minutes of the previous meeting held on Tuesday 20<sup>th</sup> June, (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Tanner, and with three abstentions due to absence all were in favour.

The Chairman signed the file copy of the minutes.

**5. Report from the Chairman of each Working Group and recommendation for IPC/FTC approval:**

➤ **Parking Strategy:**

Cllr Jones reported on the meeting with SCDC regarding the Parking Strategy. A change to the parking proposals was being considered regarding a period of free parking.

The Residents Parking Zone Survey had been extended until 31<sup>st</sup> July. A 51% response in favour was required to proceed to the next stage.

➤ **Pavements and Cycle Paths:**

Cllr Jones reported that a response was still awaited from Suffolk County Council. A budget to maintain the proposed new walking routes would need to be considered.

➤ **Community Centre:**

It was agreed to recommend approval to Full Council to hold a Public Information Meeting on Wednesday 11<sup>th</sup> October 7pm – 9pm, venue to be confirmed. This would be in addition to the recently held Briefing Sessions in the Town Council Office and the next Public Briefing Session on the Market Hill on 12<sup>th</sup> August.

It was agreed to recommend approval to Full Council to produce a 2 x A4 Briefing note to be delivered to all households in the town via Leiston Press at a cost of £439.00.

A press release (final wording to be agreed by Cllr Tanner and Cllr Jones) would be produced and publicised.

There was some discussion on whether to publicly release the Business Plan and CIL Application following a request for this information.

The members felt that it was unclear whether the request relating to the whole CIL document or whether it was the specific part relating to the proposed Community Centre.

The Town Clerk reported on the advice received from SCDC and LCPAS and advised that there were no valid reasons to withhold the information and it should be provided as requested. The report to SCDC Cabinet in October would not be confidential, so the information would be in the public domain then anyway.

There was some disagreement and further discussion. Cllr Garrett agreed that the document should be published.

Cllr Jones proposed that the Town Clerk contacted Hilary Slater at SCDC in order to clarify the advice received; "Is the Town Council required to provide all the CIL application information submitted to SCDC (ie the full application for the items in the infrastructure plan list of priorities) or just that information which relates to the Community Centre." Following this clarification it was agreed to release the information that had been requested.

It was noted that the recommendation from the Community Centre Working Group was to publish the Business Plan when the funding plan had been finalised, which was expected to be towards the end of October. The Town Clerk advised that as the document was not complete it could remain confidential under Section 22 of the Freedom of Information Act, until finalised and approved by Full Council.

Cllr Jones proposed that the Business Plan should remain confidential until finalised towards the end of October, which was seconded by Cllr Kitching and with one against all were in favour.

Following further advice from the Town Clerk it was agreed that the notes of informal meetings of all working Groups would be published in future, and the issue of previous notes would be addressed at the next Working Group meetings.

Correspondence received from residents was noted and all had been acknowledged by the Town Clerk. It was agreed for the IPC Chairman to draft responses to two letters requesting answers to questions, which would be circulated to Cllr Tanner and Mrs A Garrett prior to issue.

#### **6. Updates:**

➤ **Health:**

None.

➤ **Education:**

None.

➤ **Employment:**

None.

#### **7. Town Council Committee nominations for local CIL funding:**

None.

#### **8. Action Plans 2017/18:**

All committee's had updated their Actions Plans and the document would continue to be updated as and when required throughout the year.

#### **9. Correspondence:**

None.

#### **10. Matters of report or items for next agenda:**

None.

#### **12. Next meeting date:**

**NO MEETING IN AUGUST**

**Tuesday 19th September 2017 at 7.30pm**

Meeting closed at 7.54 pm.