

**Draft Minutes of the Infrastructure Plan Committee Meeting held on Thursday 21st September 2017
in The Cell, The Old Court House at 6.30pm**

1. Apologies:

Cllr S Garrett, Mrs A Garrett and Mr R Charnock-Smith

Present:

Cllr S Bennell, Cllr J Jones (Chair) Cllr G Kitching, and Cllr J Tanner

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and one member of the public (Cllr Clouting)

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 Tanner proposed the minutes of the previous meeting held on Wednesday 26th July, (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Kitching, with all 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 recent residents' parking zone survey and summarised the results. Out of 111 delivered to properties in Fore Street, Church Street, Castle Street and Double Street 90 had responded. 47.1% were in favour of residents parking. However this was not enough to proceed further with a scheme. The Working Group would consider options at the next meeting.

It was noted that a meeting had been requested with Framlingham Sports Club regarding parking and a date was awaited.

➤ **Pavements and Cycle Paths:**

Following a meeting with SCC Highways (Steve Merry and Derek Oldham) in June relating to the Pavements Audit and Recommendations Report, a response had been received to the request for a response incorporating both feasibility and estimated costings for each proposal. However, the response was not encouraging.

It was noted that a third councillor was needed to join the Working Group to meet the quorum as stated in the Terms of Reference.

Agenda item for Full Council – membership of Working Group 3rd Councillor needed for a quorum.

It was agreed to arrange a meeting with Debbie Adams (SCC Rights of Way) to discuss the proposals for the footpath across Pigs Meadow.

➤ **Community Centre:**

It was noted that the Working Group had recommended not publishing the notes of meetings or members contact details.

The Town Clerk advised that the Town Council had no legal obligation to publish informal meeting notes, but noted that a precedent had already been set as the notes of the NP Working Groups meetings had been published in the past.

It was unanimously approved that from the next meeting the notes of all Working Groups would be published.

6. Updates:

➤ **Health:**

None.

➤ **Education:**

The Town Clerk reported that she had contacted Frank Stockley for an update on the feasibility study for the Primary School and was waiting for a response.

➤ **Employment:**

None.

It was agreed for the Town Clerk to request information and a list of all statutory bodies which had put in an application for CIL, from Suffolk Coastal District Council.

7. Format of Public Meeting:

The format of the meeting was agreed as follows:

- Welcome and Introduction: Cllr Tanner
- Background and Finance: Cllr Jones
- Building Plan: Cllr Garrett
- Question and Answer session
- Next Steps - to be considered at Full Council on 3rd November.

Update and Councillor attendance at the Public Meeting on 11th October – Agenda item 5th October

It was agreed that the meeting would be recorded to aid with questions, which would be noted for reference, but no minutes would be taken.

It was noted that the project was not a fait accompli and all comments and suggestions would be listened to and considered.

8. Town Council Committee nominations for local CIL funding:

None

9. Action Plans 2017/18:

All committee's would continue to update the document as and when required throughout the year.

10. Correspondence:

- **SCDC Philip Ridley**

Response to CIL letter. Noted

- **Item 1/10**

Letter with questions and an offer to help with fundraising relating to the proposed Community Centre.

Acknowledged and noted

- **Item 2/10**

Letter regarding the proposed community centre. A response was agreed.

- **Item 3/10**

Letter of objection to the proposed community centre at Vycys Road site. It was noted that advice on policies and procedures had been requested from Local Council Public Advisory Service (LCPAS) and once received it was agreed for the Town Clerk to respond accordingly.

- **Item 4/10**

Letter requesting copies of working Group notes of meetings and other questions relating to the proposed Community Centre. A response was agreed.

- **Item 5/10**

Letter requesting information relating to the Public Meeting on 11th October. It was agreed for the Town Clerk to respond with the format of the meeting but there would be no opportunity for a presentation by members of the public, and there would be a question and answer session rather than a debate.

- **Item 6/10**

Letter regarding delays to information request as above. The Town Clerk's response was noted.

- **Item 7/10**

Letter of objection to the proposed community centre on behalf of a group of concerned local residents.

Acknowledged and noted

- **Item 14/10**

Email with comments relating to the proposed community centre. Acknowledged and a response would be agreed once the funding plan was in place in October.

- **Item 15/10**

Letter regarding the construction work taking place currently and proposed on the Brook Lane/Vycys Road site. Noted and a response was agreed.

11. Matters of report or items for next agenda:

Cllr Tanner reported that he had received an anonymous unpleasant threatening letter at his home address. It was agreed that this was completely unacceptable. The Police had been informed and the letter sent to forensics as this was a serious criminal offence.

12. Next meeting date:

Tuesday 17th October 2017 at 7.30pm

Meeting closed at 19.39pm.