

**Draft Minutes of the Infrastructure Plan Committee Meeting held on Wednesday 2<sup>nd</sup> November 2016 at 7.30pm in the Town Council Meeting Room, 10 Riverside**

**1. Apologies:**

Apologies for absence were received and accepted from Cllr Bennell.

**Present:**

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

**In Attendance:**

Mrs E Coe (Town Clerk/RFO) and one member of the public.

**2. Declarations of Interest:**

None.

**3. Public Comment:**

One person asked if this committee considered the CIL process and in particular the 85% rather than the 15% allocated to Town and Parish Councils and the agenda item referring to the Primary School.

**4. Co-option of non-council members to the committee:**

Cllr Jones proposed to co-opt Richard Charnock-Smith to the IPC as Chairman of the Pavements and Cycle Paths Working Group, which was seconded by Cllr Kitching with all in favour.

**5. Minutes of previous meeting:**

Cllr Jones proposed the minutes of the meeting held on Thursday 15<sup>th</sup> September (which had been circulated in draft form), be approved as an accurate record, which was seconded by Cllr Kitching, with all in favour. The Chairman then signed the minutes.

**6. Report from the Chairman of each Working Group:**

➤ **Parking Strategy:**

Cllr Tanner gave a report of the last Working Group meeting, the notes of which had been circulated to the Working Group members and Town Councillors.

➤ **Pavements and Cycle Paths:**

Mr Charnock-Smith gave a report of the last Working Group meeting, the notes of which had been circulated to the Working Group members and Town Councillors.

It was noted that both the above Working Groups needed additional Councillor members.

➤ **Community Hall:**

Mrs Garrett gave a report of the last Working Group meeting, the notes of which had been circulated to the Working Group members and Town Councillors.

**7. To consider recommendations put forward from the Working Groups for committee approval:**

➤ **Parking Strategy:**

None.

➤ **Pavements and Cycle Paths:**

Following advice from Mr Charnock-Smith it was agreed for the Working Group to extend the remit of the coverage of the footpath audit, to include new footpath links where necessary.

Mr Charnock-Smith reported that the Working Group had completed a survey of 70% of the pavements. Collating the findings was ongoing. A number of pinch points or serious hazards had been identified but remedial actions or solutions had not yet been developed.

It was agreed that the next steps would be to extend coverage of the footpath audit beyond the map of 'Walkway Routes serving allocated development sites' at 9.1 in the Neighbourhood Plan. The Working Group would include all alternative walking and cycle routes to deliver 'safest access' to and from key and important facilities such as schools and the GP surgery. On completion of the audit, the Working Group will present a report to the IPC covering the state of the pavements and the anticipated impact of the proposed new developments. Outline proposals and recommendations for remedial action including the provision of new all-weather walking routes will be included in the report.

➤ **Community Hall:**

**7121116** It was agreed to make a recommendation to Full Council for approval to prepare a tender for quotations for an outline proposal to be considered by the IPC, prior to final recommendations being presented to Full Council in due course. The initial design brief would be finalised for architects to be invited to tender for the architectural services.

Cllr Jones provided information on opportunities and the process for funding via borrowing.

Cllr Jones had drafted a letter regarding the Town Councils preparation of an Infrastructure Plan to be sent to Mark Edgerley at SCDC and read the contents which were considered and agreed that the Town Clerk would send.

**7221116** It was agreed to make a recommendation to Full Council for approval to prepare pre-submission for a Community Loan.

**8. Infrastructure subjects – Priorities and Public Opinion:**

Cllr Kitching reported on the Consultation events and the results of the ‘Have Your Say Survey’

Top priorities were:

Traffic Flow and Traffic Management

Parking

Community Hall

Pavement and Cycle Paths

It was agreed to arrange a meeting with SCC Highways to discuss the traffic flow and management issues via the Rights of Way, Highways & Lighting Committee.

**9. Updates:**

➤ **Health:**

Cllr Garrett had arranged a meeting with Framlingham Medical Practice and Cllr Tanner would also attend, and report back to the next meeting.

➤ **Education:**

Cllr Tanner reported on the meeting held with Neil McManus and Frank Stockley (SCC) re SRHPS and it was noted that a copy of the feasibility study had been requested and was refused at this stage as it was commercially sensitive.

Mrs Garrett offered her assistance and expertise with education issues which was gratefully received.

➤ **Employment:**

No business.

**10. Developing an Infrastructure Plan:**

Cllr Jones provided a copy of a timeline for the process and the next stages, which was noted.

**11. Correspondence:**

Noted.

**12. Matters of report or items for next agenda:**

Review of priorities quarterly.

**13. Next meeting date:**

Tuesday 22<sup>nd</sup> November 7.30pm and then 3<sup>rd</sup> Tuesday of each month