

Framlingham Town Council

Minutes of the meeting of the Framlingham Neighbourhood Plan Review (FNPR) Committee held in the Town Council Meeting Room, 10c Church Street, Framlingham

on Monday 27th September 2021 at 7.00pm

All documents relevant for this meeting have been circulated to Councillors in advance

1. Apologies:

Cllr Garrett gave his apologies for absence, but joined the meeting via zoom.

2. Present:

Cllr J Culemann, Cllr C Eastwood, Cllr S Garrett, Cllr M Hine and Cllr J Jones (Chair)

3. In attendance:

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

4. Declarations of interest:

None.

5. Minutes of the previous meeting:

5192721 Cllr Jones proposed that the minutes of the previous meeting held on 3rd August 2021 be approved as an accurate record, which was seconded by Cllr Culemann, with all in favour.

6127921 Cllr Jones proposed to adjourn the meeting for the following item, which was agreed.

6. Public Comment:

None.

6227921 Cllr Jones proposed to reconvene the meeting, which was agreed.

7. FNPR Working Group

7.1 Working Group Structure:

The structure of the Working Group had been revised and the document circulated.

Three Working Groups would be formed:

1. Land Allocations and Maps –Cllr Garrett (Chair), Cllr Jones and Cllr Higham
2. Communications and Consultations –Cllr Hine (Chair), Cllr Jones and one other Councillor needed.
3. Economy, Infrastructure and Development – Cllr Eastwood (Chair), Cllr Jones, Cllr Williamson and Cllr Culemann

7.2 Working Group Briefing date:

Eight members of the public had expressed an interest in joining the Working Groups

and a Briefing Meeting would be held on Monday 4th October at 7pm. Those who were unable to attend would be invited to attend at an alternative date.

8. Timing Plan:

A revised Timing Plan was circulated and overall expected to be around 2 years, but depended on Covid restrictions for face to face meetings and public consultation events, as well as the successful recruitment of volunteers and sufficient Councillors to form the Steering Team and Working Groups.

The next step would be the preparation of an FNPR Survey/Questionnaire:

8127921 Cllr Hine proposed to purchase questionnaire software at a cost of £160.00 developed by Community Action Suffolk, using Budget 2206, which was seconded by Cllr Eastwood with all in favour.

9.To agree content of FNPR leaflet for all properties in the town

Cllr Hine had drafted a leaflet which was considered and amendments agreed.

A final draft would be circulated for approval.

9127921 Cllr Jones proposed to approve the production of an FNPR leaflet with distribution via the Royal Mail Door to Door Service to every house in the IP13 9 area at a cost of £148.66 from Budget 2206, which was seconded by Cllr Eastwood with all in favour.

9227921 Cllr Jones proposed to approve up to £100 from Budget 2206, for the printing of 3,000 A4 colour double sided, leaflets, which was seconded by Cllr Hine, with all in favour.

10. To consider format of FNPR Launch Meeting on 28th October 6pm – 8pm in St Michael's Rooms:

Cllr Jones advised of the draft format for the meeting which he would circulate to members. The display boards would be collected and erected prior to the event.

11.To consider cost for branded pop up tent, banner and FNP pens:

The Town Clerk provided various quotations which were considered. It was noted that the pop up tent could be used for other Town Council events and activities as well as the FNPR Consultation events.

11127921 Cllr Jones proposed to recommend approval to Full Council the cost of £799.95 for a branded pop-up tent from Gala Tents using Budget 2206 which was seconded by Cllr Hine with all in favour.

The Town Clerk was requested to check the delivery timescale.

11227921 Cllr Jones proposed to approve the purchase of a FNPR Banner from Leiston Press at a cost of £62 using Budget 2206, which was seconded by Cllr Eastwood, with all in favour.

It was agreed to defer any purchase of pens until a later date.

12. Application for Neighbourhood Plan funding from Locality:

It was agreed for the Town Clerk to source an application form and a list of recommended Consultants to be considered at the next meeting.

Cllr Jones provided information from ESC and the Town Clerk would print a copy of all the documents listed.

13. Correspondence:

13.1 Scott Properties:

Request for meeting to engage in the Neighbourhood Plan review process. The Town Clerk would respond advising of the timeline and arranging a meeting at a suitable date.

13.2 NHS

Response from the Senior Estates Development Manager advising that Framlingham Medical Practice has no plans to request further funding to further increase capacity at the surgery.

It was agreed for the Town Clerk to arrange a virtual meeting in October to discuss the FNPR further and Cllr Jones, Garrett and Culemann would attend.

14. Matters of Report or items for next agenda:

None.

15. Date of next meeting:

Monday 25th October 2021 at 7.00pm

Meeting closed at 20.51