



Present: Councillors;
A Fleming, A Baldwin, P Dutton, A Payne, D Thomas, M Took

In Attendance: Mr N Rees (Town Clerk), 5 members of the public

Minutes

1. **To Elect a Chair:** RESOLVED it was proposed and agreed that the Chair of the Town Development Committee would be Cllr D Thomas
2. **To Elect a Vice-Chair:** RESOLVED it was proposed and agreed that the Vice Chair of the Town Development Committee would be Cllr P Dutton
3. **Apologies:** Cllr R Lewis
4. **Declarations of interest:** Cllr M Took for item 8, Cllr D Took for item 8.
5. **To Review the Roles of the Link Councillors:** This role was initially created for the purpose of formulating and updating the Town Plan, as this document was now approved it was agreed that the roles were no longer required. RESOLVED that the Link Councillors would now be removed.
6. **Market Trading:** To review the rent and current arrangements: This matter was referred to the Finance Committee.
7. **Allotments:** To review the rent and current arrangements: It was agreed that there should be a management committee for each of the allotment sites, ideally comprising three allotment holders. The Committees would work towards improving the sites, manage any maintenance required and oversee any disputes. It was hoped that this might relieve the Clerk of some of the minor issues which had been time consuming. This was also in line with the recommended good practice for allotments. RESOLVED that the Clerk would write to all allotment holders to ask them to form Management committees for each Allotment site (Saxon, Bedingfield Crescent and Swan Lane).

The review of the Allotment rents was then referred to the Finance Committee.

8. **G.A.P.P.A:** Play partnership working group: To review the latest minutes and to consider the recommended plans. The Minutes had been received at the last monthly meeting. It was noted that the group intended to have a presentation at the Edgar Sewter School before the end of July/early August. A member of the public suggested that the group could have an area in the Library to display the plans and also to have a comments box. It was agreed that this was a good idea, which would ensure that more residents were made aware of the plans and at the same time offer the opportunity to have their say. RESOLVED that the Clerk organises that the plans and a comments box be displayed in the Library (subject to permission) and that it was further agreed that whilst the plans were at the Library the proposed new area would be marked out with spray paint.
9. **Communication:** To consider improvements for communication between the Council and other bodies and organisations. It was generally agreed that neither the Clerk nor the current members of the Council had sufficient expertise to properly evaluate all the various options with regard to social media and therefore some external advice would need to be sought on this subject. It was agreed to form a subcommittee for communication to look at all aspects of improving communication between the Council, the public and all the various groups in

the town with immediate effect. RESOLVED that the members of the subcommittee would be Cllrs; A Fleming, A Baldwin and P Dutton and that the terms of reference for the subcommittee would be 'To look into all methods by which the Town Council can expand and enhance communications both from the Council and to the Council'

The Clerk and the Chair were asked if this subcommittee would have to meet in public. The Chair confirmed that his understanding on the rules, which were open to interpretation, would allow a subcommittee or working group to meet and work without the public being present, provided that it was not making any decisions itself. The Clerk also confirmed that his understanding is that a working group or subcommittee, tasked with working on a specific project, did not necessarily need to meet in public but advised that the subcommittee should meet at the Council offices or another suitable venue, i.e. not at an individual's home or a public house.

10. **Campus:** To receive any updates and recent correspondence. The Chair confirmed that there was presently no Council representation on the Campus Project. Cllr Dutton asked whether the Council could legally ask for Council representation since the Council was committing CIL (Community Infrastructure Levy) monies to the group. The Clerk stated that he was not sure if there was anything the Council could do legally but would try and find out. Cllr Payne wished to make the point out that this was the most significant development in the town and that it was imperative that the Council is kept informed regularly by means of a formal representation. Cllr Fleming reported that she had already raised this with Simon weeks recently and he had stated that there was currently no facility for a Council representative on the group but he would raise the matter when the group next met. It was agreed that the Clerk should write again to ask for Council representation.
11. **Town Plan/Neighbourhood Plan:** To consider the current position of the Town Plan and whether to consider implementing a Neighbourhood Plan. The Chair drew attention to the document that had been circulated 'Neighbourhood planning guide for Councillors'. It was noted that there would be a considerable amount of public consultation and professional outside assistance would be needed. The process would probably take at least two years to complete. Cllr Fleming asked whether funding was available to pay for the professional outside assistance, the Chair confirmed that there was financial support available via Waveney District Council. Cllr Dutton asked what the advantages in having a Neighbourhood plan were. The Chair confirmed that there was a financial benefit as the CIL money would be increased from 15% to 25%. It was also a way for the Town to find and protect green areas from further building. Cllr Payne suggested that other towns that had finished this process may be able to help. It was agreed that Cllr A Fleming, Cllr P Dutton and Cllr D Thomas would look at the financial implications and timescales involved with implementing a Neighbourhood plan and report back to the Council. Cllr Fleming asked if all Cllrs could review the Town Plan again to ensure that the information was accurate. There were also three sections that had not been written; Historic Heritage, Wildlife and Rights of Way. RESOLVED It was agreed that Cllr Fleming would approach a contact of hers, that had considerable knowledge on the Rights of Way subject. It was also agreed that the Historic Heritage may be handled by the Museum and that the section of Wildlife may be handled by the Millenium Green Trust. The Clerk would write and ask the latter two organisations if they would write a brief summary for the Town Plan Document.
12. **Any other business:** The Chair closed the meeting to receive a question from Iona Winton on the 'Old Bistro' who was concerned that the property was being used illegally. It was noted that Waveney District Council had looked at the use of the building and concluded that there was nothing illegal going on. Mrs Leverett wished to raise the issue of the ornate timber work on the front of the building which looked as if it was deteriorating. RESOLVED: It was agreed that the Clerk would contact Ruth Summers (WDC Conservation Officer) to point the concerns and to ask if anything could be done. It was also agreed that the Clerk should also contact East Suffolk Buildings Preservation Society with the same request. Mr Leverett would provide the Clerk with the contact details.
13. **Date of next meeting:** The next meeting would be held on the 14th September at 7.30pm