

**Minutes of the Strategy and Development Committee Meeting to be held on  
Wednesday 8<sup>th</sup> February 2023 in The Town Council Meeting Room.**

**1. APOLOGIES:**

None

**2. PRESENT:**

Cllrs Williamson (Chair), Hine, Garrett and Eastwood

**3. IN ATTENDANCE:**

J Overbury Town Clerk and three members of the public

**4. DECLARATIONS OF INTEREST:**

None.

**5. MINUTES OF PREVIOUS MEETING:**

Cllr Hine proposed an amendment (to correct a title) which was seconded by Cllr Williamson.

**SAD-2023-02-08 1 With that amendment Cllr Williamson proposed** that the minutes of the previous meeting were a true and accurate record of the previous meeting which was seconded by Cllr Garrett, with one abstention due to absence, all were in favour.

**6. PUBLIC COMMENT: The Chair adjourned the meeting**

A resident asked questions about Councillor profiles and the review of the strategic plan. These were answered. The representatives from the Framlingham Scouts outlined their plans for a new Scout Hut and took questions from Councillors. It was agreed that a meeting between the Scouts and the Town Council be arranged to take these discussions further.

The chair reconvened the meeting

**7. ENABLING LOCAL ORGANISATIONS**

7.1 Framlingham Surgery

**Cllr Garrett reported** on the recent patient participation group meeting. It was agreed he draft a letter to the surgery.

7.2 Framlingham Library

**Cllr Hine reported** on a number of meetings she had been to at the library. She noted that whilst the costs had gone up the income from SCC to the

library had remained static. It was agreed to offer the library any practical support the Town Council could offer.

### 7.3 Framlingham Scouts and Guides

This had been covered in the public session.

### 7.4 Councillors allocation of organisations to foster.

**Cllr Hine referred** to a draft list of organisations she had drawn up and this was discussed and additions suggested. In the short term Cllr Williamson would visit FAYAP and Cllr Eastwood would visit the scouts.

It was noted that FAYAP had requested a further draw down of funds which had previously been agreed.

## 8. APPLICATIONS FOR LOCAL CIL FUNDING:

### 8.1 Existing applications

#### 8.1.1 Castle Community Rooms

**It was agreed** that the Town Clerk would re-examine the contracts to better understand what reporting requirements were specified. The Clerk would also remind the PCC of the deadline (six months) of the last funding decision. It was agreed to request for detailed reports on the use to the Town Council's grants to the PCC.

##### 8.1.1.1 Report on residents' questions

This had been reported at Full Council.

#### 8.1.2 Hour Community: New Vehicle

**The Clerk reported** that the match funding had been confirmed and that the grant had been paid. It was understood the vehicle had been purchased and was being converted at present.

### 8.2 New Applications:

It was noted that an application from the Scouts was expected in the near future.

### 8.3 CIL Monitoring and dates - see report from RFO

The RFOs report was noted. The Committee expressed thanks and looked forward to the monthly reports which would be circulated in the future.

### 8.4 New CIL application form due diligence and monitoring of grants

**Cllr Williamson outlined** the plans to improve the application form and the report regime. It was agreed that some broad parameters would be factored into the new document, and these would be expanded and developed through the SAD committee.

- Good and clear information about the grant process
- Transparent and clear guidance on the expectations of the Town Council
- An explanation of the monitoring and reporting requirements
- A flowchart of the process be created
- The process should be transparent, fair and equal.
- Comprehensive guidance notes would be included.

It was agreed to look to create a standard legal agreement which could be used for all significant donations by the Town Council.

It was agreed that the Clerk circulate the existing documents (in word) and it was agreed to aim for a new process to be in place for the next financial year. The matter would be placed on the next agenda.

## **9. Meeting re Brook Lane**

The Clerk reported that this was being rescheduled.

## **10. NEW PROJECTS IDENTIFIED FOR LOCAL CIL FUNDING BY TOWN COUNCIL COMMITTEES:**

None.

## **11. DIGITAL WELCOME PACK**

**This had been deferred** though lack of human resources. Following developments and further funding opportunities from ESC there was the possibility of a paid co-ordinator to take this forward. It was also agreed that the Full Council be asked for volunteers. The issue would be taken out of SAD and placed on the CEP agenda.

## **12. FRAMLINGHAM INFRASTRUCTURE INVESTMENT PLAN: (IDENTIFYING AND PRIORITISING INFRASTRUCTURE)**

**The Clerk reported** that he was meeting Ex Cllr Jones later in the week to discuss what was required. He would report back to the next meeting and work towards updating the document by the end of March.

## **13. STRATEGIC PLAN:**

**This was discussed** and it was agreed that the Clerk and Cllr Hine make the revisions agreed from the review meeting, and these would be placed before the next meeting.

## **14. ACCESSIBLE VIEWING PLATFORMS FOR DISABLED PEOPLE FOR THE MERE:**

**Cllr Williamson reported** on progress and shared his scoping paper. It was agreed that the Clerk provide him with a map/plan to be included in the document. Cllr Hine would continue consulting within the town. Written support and agreement from Suffolk Wildlife Trust would be sought before publicity on the proposals be circulated and the consultation widened out to the general public.

## **15 Discussion of power outages and water supply/quality**

It was agreed that more information was required about the issues before time was spent on considering the issue.

## **16. ESC C-CARE YOUNG PEOPLE TOWN CENTRE PROJECT**

**Cllr Hine reported** that a music event was being planned at the Castle Community Rooms.

## **17 FTC COMMUNITY GRANTS**

**It was agreed** to set up a start and finish meeting to agree and set the parameters and methodology of the community grant process. This would then be publicised and the process of residents deciding where the funds should be distributed would begin.

## **18. CORRESPONDENCE.**

### **18.1 ESC re grant funding**

**Cllr Williamson outlined** the funding opportunities contained in the letter from ESC. It was felt essential that the FBA be involved. Cllr Hine agreed to find out if the Town Council could make more than one application. The item would be placed on the next agenda under the title 'Levelling up'.

## **19. ACTION PLAN:**

No progress.

## **20. MATTERS OF REPORT**

None

## **21. ITEMS FOR NEXT AGENDA**

Issues identified in these minutes would be included in the next agenda

## **22 DATES OF NEXT MEETING.**

**Wednesday 8 March 2023**

The meeting concluded at 9:pm