

MINUTES OF THE EXTRAORDINARY ESTABLISHMENT AND POLICY COMMITTEE
MEETING HELD ON

THURSDAY 7th JULY 2022 AT 7.00pm

FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL, IP28 7HG

Present:

Cllr. Leaman (Chair)	Cllr. Peachey
Cllr. Alecock	Cllr. Shipp
Cllr. Bristow	Cllr. Sulman
Cllr. Neal	

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

None.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr. Alecock – West Suffolk District Council.

Cllr. Neal – West Suffolk District Council.

Cllr. Shipp – West Suffolk District Council.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 5th MAY 2022 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes. Proposed by Cllr. Leaman and seconded by Cllr. Sulman. All in favour.

Signed:

Date:

4. **PUBLIC PARTICIPATION**

No members of the public were in attendance.

5. **TO CO-OPT MEMBERS ONTO THIS COMMITTEE**

No Members were in attendance.

6. **TO ELECT A VICE-CHAIR TO THIS COMMITTEE**

No Members expressed an interest in serving in this position, it was **AGREED** to ensure this item was on the meeting for this committee in September 2022.

7. **TO REVIEW THE TERMS OF REFERENCE FOR THIS COMMITTEE**

The document was considered and it was **AGREED** to **RECOMMEND** it to the Full Town Council with no changes. Proposed by Cllr. Shipp, seconded by Cllr. Peachey, all in favour.

8. **GENERAL MATTERS**

8.1 Update from the Town Manager regarding Action Sheet

The action sheet was **NOTED**.

8.2 To consider the initial stages of producing a Neighbourhood Plan

The Town Manager gave an update on the logistics and benefits of a Neighbourhood Plan. Concerns were voiced over the potential for essential community engagement in the project. The benefits which the plan would give the community, such as influence over the planning process and potential future CIL monies, were also accepted.

It was then **RESOLVED** to authorise the Town Manager to proceed to step six of the project plan which involved designating the Neighbourhood Plan area, speaking with the local planning authority and publicising the intention to produce a plan. Proposed by Cllr. Shipp, seconded by Cllr. Alecock, all in favour.

8.3 Verbal update on Legal Representation

The Town Manager reported that both allotment leases were ready for the signature of the Mayor, but that the hand over of the Jubilee Field Car Park was not progressing positively with several operational and management information in evidence yet. The committee **AGREED** that this information was needed before a handover could be

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Date:

agreed. All three District Councillors at the meeting agreed to help chase and resolve this matter as quickly as possible.

It was also reported that document packs had now been received from the Charity Commission regarding land parcels 304919 pertaining to the Jubilee Field and 304920 pertaining to the Recreation Way Play Area. However these documents were lengthy and the Town Manager needed time to read through before an accurate report could be given to the committee. This would be available by the September meeting of this committee.

8.4 To discuss and recommend to the Full Town Council the Emergency Plan

The report was discussed and it was agreed that the document needed to be shorter and more in keeping with the capabilities of the Town Council. It was **AGREED** to authorise the Town Council to shorten and redraft the document and present to the September meeting of this committee. Proposed by Cllr. Leaman, seconded by Cllr. Shipp, all in favour.

8.5 Update on employment of PCSO

It was **RESOLVED** to not explore this option due to the lack of a scheme available to Town Councils at this stage. Proposed by Cllr. Leaman, seconded by Cllr. Bristow, all in favour.

8.6 To review and recommend to the Full Town Council the Tree Policy

The document was discussed and it was **AGREED** that more clarity was needed over the process concerning reporting issues to a specialist and the detail of the three categories currently identified as A, B and C.

It was then **AGREED** to authorise the Town Manager to redraft the policy with these points in mind and present to the September meeting of this committee. Proposed by Cllr. Shipp, seconded by Cllr. Sulman, all in favour.

9. EXCHANGE OF INFORMATION

None.

10. TO SET THE DATE AND TIME OF THE NEXT MEETING

This next meeting of this committee was confirmed as being Thursday 8th September 2022.

The meeting then closed at 8.08pm.