



FRAMLINGHAM TOWN COUNCIL ACTION PLANS 2016/2017

FULL COUNCIL AND FINANCE COMMITTEE ACTION PLAN

Item	Timing	Total Cost	2016/17 Budget	Review	Action
To lead and co-ordinate the Action Plan input from Committees for 2016/17	April 2016	Nil	Nil	Finance Committee monthly meeting	Completed March 2017
To lead the preparation of a mid-term (3 year) – Framlingham Town Council Business Plan	Throughout 2016 for 2017/18	Nil	Nil	As above	Possible training costs (Cllr Tanner and the Town Clerk attended SALC Action Plans and Business Plans Course 23/11/16) Ongoing – following adoption of the Framlingham Neighbourhood Plan this will be a key activity for 2017/18
To perform its monthly/annual duties:- Assist Town Clerk/RFO in the preparation of the Annual Budget and recommend the precept request	Nov 2016 to Jan 2017 (latest!)	Nil	Nil	As above	Report to Council Completed January 2017
Monitor and review monthly income and expenditure	Every month	Nil	Nil	As above	Ongoing monthly

Annual Review Risk Assessments (Financial and CC)	September	Nil	Nil	As above	All Completed March 2017
Annual review and revision of policies, standing orders	January 2017	Nil	Nil	As above	Extensive review of all documents and implementation of new – completed February 2017
Review Effectiveness of Internal Audit	September	Nil	Nil	Annually	Recommend to Council Completed January 2017
Annual review of Assets & Depreciation register	February 2017	Nil	Nil	Finance Committee monthly meeting	Report to Council Completed Finance Committee 12 th January 2017
Receive, review and recommend Grant Applications - Deadline June & January	Twice per annum July & February	£3000	£3000	As above	Recommend to Council Completed August 2016 and March 2017
Authorise monthly invoice payments	Every month	Nil	Nil	Town Councillors	
Review, monitor and report CIL/NHB payments	April & October	Nil	Nil	Finance Committee	Finance Committee 8 th December 2016
Review and update cash investments and EMR	As required	Nil	Nil	As above	Finance Committee 12 th January 2017
Approve end of year balance sheet & Annual Return & Annual Governance Statement	June	Nil	Nil	RFO	Recommend to Council 1 st June Full Council meeting
Review Insurance	April (due 1 st June)	Nil	Nil	Finance Committee	Recommend to Council 4 th May Full Council meeting
Direct Debit/Standing Order review	September	Nil	Nil	As above	Finance Committee 9 th March

Updated 02/03/2017 JJ/EAC

RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE ACTION PLAN 2016/2017

ACTION	TIMING	TOTAL COST	2016/17 BUDGET	REVIEW	COMMENTS
<p>FRAM14 All new developments must ensure safe pedestrian access to link up with existing pavements that directly connect with the walkway routes shown on the NP Policies Map.</p> <p>Ensure retention and enhance walkway route where possible, and not have any detrimental impact; assess and address impact of additional traffic movements on the safety and flow of pedestrians.</p>	<p>2016/17</p> <p>Set up Working Group 20/06/16 (25 Jul. adj.)</p> <p>Meetings: Monthly ongoing Nov 16 – Apr 17.</p>	<p>No current estimated budget projection.</p>	<p>£0.00</p> <p>Revision to pedestrian walkway routes Map Feb/Mar 17 costs approx. £150</p> <p>From budget 2206 (NP) or 2316 (CIL)</p>	<p>Monthly Infrastructure Plan Committee: Monthly: ongoing (see minutes for actions). Pavement and Cycle Path Improvements (lighting, widening, resurfacing and positioning). Walkway Route Review to Full Town Council 6th April 2017.</p> <p>Enablers: Town Council (TC) in conjunction with Suffolk County Council Highways (SCCH). 03 Aug 16 Mtg. FTC and SCCH <u>Discussed</u>: how best to progress footway audit, road categories and supporting evidence SCCH require; <u>Update</u>: budget, restructuring and SCCH contacts.</p>	<p>Recommend to Town Council (TC) via Infrastructure Committee, supported by Pavements & Cycle Paths Working Group (PCP WG).</p> <p>Plans to include: repair/upgrade of existing links to/from new developments ‘Fram Footway’.</p> <p>1. Initial audit of current situation; 20 Jun: Reports to Infrastructure Plan Committee. Action ongoing next WG meeting 24 Oct 16, and monthly WG meetings thereafter until Apr 17.</p> <p>2. New development footpath/walkway initiatives; Evaluate audit -v- new development site plans commencing Oct 16.</p> <p>3. Forward Plan 2017-2019. Completion Spring 17.</p>

<p>Initiate a new town centre parking strategy.</p>	<p>Set up Working Group 06/04/16 Meetings: Monthly ongoing Dec 16.</p>	<p>No current estimated budget projection.</p>	<p>£0.00</p>	<p>Monthly Infrastructure Plan Committee: Monthly: ongoing (see minutes for actions). Town Centre Parking (short & long term). Enablers: TC in conjunction with SCC H, Heritage and Business Community.</p>	<p>Recommend to TC via Infrastructure Committee, supported by Parking Strategy Working Group (PS WG). Plans to include: 1. Survey of Car Parks to be held from Sunday 8th May - Saturday 14th May. Reports to Infrastructure Plan Committee. Action ongoing to explore additional parking provision, parking permits and enforcement. Next meeting 31 October 16, and monthly WG meetings thereafter. 2. Forward Plan 2017-2019.</p>
<p>FRAM15 Proposals to improve provision of cycling infrastructure. Provision of new dedicated routes for cyclists and the provision of cycle racks in the town centre.</p>	<p>Set up Working Group 20/06/16 Meetings: 26 Sep 16 24 Oct 16</p>	<p>No current estimated budget projection</p>	<p>£0.00</p>	<p>Monthly Infrastructure Plan Committee: 15 Sep 16 (action pending). Pavement and Cycle Path Improvements (lighting, widening, resurfacing and positioning). Enablers: TC in conjunction with SCCH.</p>	<p>Recommend to TC via Infrastructure Committee, supported by PCP WG. Plans to include: 1. Identify opportunities to improve cycling paths and associated infrastructure in and around town. 20 Jun: Reports to Infrastructure Plan Committee. Action pending Oct mtg. 2. Forward Plan 2017-2019. Completion pending (tbc.).</p>
<p>FRAM16 All assessments for (larger/smaller) sites should address (as req. par 32 NPPF) the cumulative</p>	<p>2016/17 Working Group need (tbc)</p>	<p>No current estimated budget projection.</p>	<p>£0.00</p>	<p>Oct 2017 Develop a plan for improvement of Traffic Flow Management (short</p>	<p>Recommend to TC via Infrastructure Committee. Plans to include: 1. Action/measures – data to monitor</p>

transport impact on road junctions identified by NP and to the satisfaction of the highway authority.				& long term) Enablers: TC in conjunction with SCCH.	traffic volumes and speed; 2. Action/measures – data to enforcing speed limits, and steps to increase traffic calming measures; 3. Building relationships with developers to assess any plans or proposals having traffic impact at key road junctions, 4. Forward Plan 2017-2019.
Improve public transport options including community transport to key services.	2016/17 Working Group need (tbc)	No current estimated budget projection.	£0.00	Oct 2017 Non Policy Action Listing Enablers: TC in conjunction with SCCH, Heritage and Business Community.	Recommend to TC via Infrastructure Committee. Plans to include: 1. Forward Plan 2017-2019.
Examine opportunity for bus hub/terminus in town	2016/17 Working Group need (tbc)	No current estimated budget projection.	£0.00	Oct 2017 Non Policy Action Listing Enablers: TC in conjunction with SCCH, Heritage and Business Community.	Recommend to TC via Infrastructure Committee. Plans to include: 1. Forward Plan 2017-2019.
Install/repair street lights	2016/17	Estimated budget 1901 projection.	1901 £500	In-year, ongoing actions.	Expenditure plans to include: 1. Projects agreed as required. Queens Head Alley, light installed end July 16.
Street Lighting Energy and maintenance	2016/17	Estimated budget 1902 projection.	1902 £4000	Annual	Expenditure plans to include: 1. Annual maintenance cost.

Street furniture/Grit bins	2016/17	Estimated budget 1906 projection.	1906 £300 £173.04 (net)	Jun 2016	Expenditure plans to include: 1. Installation of 2 bins; at the Fens and Fairfield Crescent Aug 16. 2. Projects agreed as required.
Market Hill repairs	2016/17	Estimated budget 1908 projection.	1908 £500 – to Reserve Code 324 at year end	In-year, ongoing actions.	Expenditure plans to include: 1. Projects agreed as required.
Traffic Regulation Order - SID issues	2016/17	Estimated budget 1909 projection.	1909 £250- to Reserve Code 340 at year end	Aug 2016 Discussed RoW,H&L 12 Sep 16. Mtg Westcotec, Oct 16	Expenditure plans to include: 1. Review data analysis and methodology. Completed 25 Aug 16 (action ongoing). 2. Ongoing (budget 1909) kit repair, upgrade and data management issues.
Market Hill resurfacing - Ear Marked Reserve (ERM) savings	2016/17	Estimated budget 2310 projection.	2310 £1000	Sep 2016 Feb 2017	Annual savings to reserves. Timeline 12 years.
Traffic Regulation Order - Ear Marked Reserve (ERM) savings	2016/17	Estimated budget 2315 projection.	2315 £1000	Sep 2016 25 Aug 16, Draft Order for various roads; consultation ends 19 Sep 16. Considered by SCC RoW Committee, 25 Jan 17.	Annual savings to reserves. Timeline 2021.

Updated 14/02/2017 LB

LANDS COMMITTEE ACTION PLAN 2016/2017

Item	Timing	Total Cost	2016/17 Budget	Review	Action
Implement policy on 'Community Growing Spaces' FRAM 10	On-going				Liaise with Greener Fram
Develop forward plan for cemetery extension FRAM 24	On-going long term project		Capital Reserve (annual saving)		Acreage and cost Cemetery 1.91 Hectares = 4ac 31350.69ft
Pageant Field Facilities Improvement Plan, including Pavilion Not in NP PF Main gate refurbishment/painting	2017/2018	S106 £75k from Old Drill Hall site	1510 £2k	Proposal to Full Council Agreed	Survey approval 5/5 (6 weeks -1/6 – 13/7) Survey results – majority in favour Work to be carried out in spring
Cemetery driveway resurfacing		£60 per M	1619 £1k		Annual monitoring
Skate Park graffiti competition	2016/2017				Liaise with FAYAP – deferred to next year if new Pavilion built
Install bonded mulch safety surfacing in PF play areas	2016/2017		1504 £4k		Bonded mulch to slides, scale swing and seesaw completed
2 new memorial seats in cemetery	2016/17	£1600	Donations		Stanbrook and Picton seat installed Dec 2016
Tree Planting Plan	By autumn 2017	donated			Memorial trees in Cemetery Action - Tree Warden
Churchyard pathway from St Michael's Rooms	February 2016	£410	1610		Agreed October 2016

H&S work on veteran oak on Fens	June 2016		£950		Completed summer 2016
Other tree work as necessary	2016/17		(1613 £3k)		ongoing
Table Tennis Table on PF	2016/2017 +	£3,500	1503 £0 for 2016/17	July 2016	Use budget code 1504 if SCDC Playspace application successful plus Entertainments Reserve A/C Quote-received – further discussion needed in conjunction with PF Facility project Nothing in budget 1503. Budget 1504 used for bonded mulch surfacing as higher priority – consider in 2017/18 if new Pavilion built possible funds from Sports Space (S106 Hopkins site)
Pageant Field Traditional Roundabout on PF	2017/18	£7,771			Funding from Ents Reserve A/c plus Budget 1504 Proposal Full Council 2/3/17
Churchyard Drive resurfacing	2016/17	£7,000	1610 (£5k)	Agreed	Contribution from SCN – £2k agreed Completed February 2017
Town Clock repairs and maintenance	2016/17	£900	1610	May 2016	Completed 2016
Cemetery Summer cut	Annual budgeted cost (August)	£1000	1617	Annual	
Pageant Field grass/hedge cutting.	Annual budgeted cost		1502	Annual	SCN £1,704 completed
CCTV maintenance	2016/17	£4,810	1512		New CCTV camera and annual maintenance
Annual Inspections			1505		£200 completed October 2016

Skate Park maintenance			1512		£2k (Purely Metal) refurbishment of metal ramps – Spring 2017
Fens general maintenance (excluding tree work)	Annual budgeted cost				
	2016/17	£700	1620	Annual	

Updated 14/02/2017 SB/EAC

PLANNING COMMITTEE ACTION PLAN 2016/2017

Item	Timing	Total cost	2016/2017 Budget	Review	Action
Implementation of Housing Strategy FRAM 2	Ongoing				Considered in consideration of planning applications
Follow up with land owners/agents and clarify future intention with regard to housing: Old Gas Works Station Terrace allotments Victoria Mill Road FRAM 28, 26,25	Monthly				Monthly review of progress on these sites. The Green Shed and Land opp. Thomas Mills now the subject of planning applications.
Obtain up-to-date picture of affordable housing need for Framlingham via housing need register. FRAM 3	£80 September				Discussed September, 2015 SCDC register circulated, Town Clerk obtained update from Hilary Hanslip, Agenda item November. To be reviewed at least annually.

Gather local information to determine housing demand vs needs – analyse by type (startup, social, private) and by size (1, 2, 3 bed etc) FRAM 3	Discuss how/when October				Agenda item October. Done. To be reviewed annually.
Familiarise the Planning Committee and Full Council with design standards (“building for Life 12”) FRAM 14	JJ May				Circulated to all Councillors 2/6/16
Examine opportunities for implementation of policies re. low energy design and renewables technology. FRAM 5	November				Agenda item November. Done. No specific guidance available, FRAM5 now subsumed in FRAM4
Familiarise Planning Committee with regard to policy – green spaces and important views. FRAM 5 FRAM 6	June				Agenda item June. Done. Ongoing review
Follow up and maintain regular contact with land owners/agents allocating land for employment and monitor and communicate progress. FRAM 12 FRAM 20 FRAM 27	June				Agenda item June. Ongoing review.

Work with PR & Markets Committee on Town Centre Plan/Infrastructure. FRAM 18	PR&Markets Committee				Liaise with PR&Markets Committee. Awaiting input from PR&Markets, who lead on FRAM18.
Familiarise Committee with resident parking standards and implement accordingly. FRAM 17	July				Circulated and discussed July and Sept.

Updated 13/02/17 SG

PUBLIC RELATIONS AND MARKETS ACTION PLAN 2016/2017

Item	Timing	Total Cost	2016/17 Budget	Review	Action
Neighbourhood Plan actions:	2016/7				
Create a Communication Plan and Community Engagement Strategy (Non-policy)	2016/7				Town Council communications activity detailed below
Set up improved information systems database for public communication purposes (Non-policy)	2016/7				New Website Contract awarded – starts April 2017 Building database of contacts in town – ongoing
Meet your Councillors event (BAU)	2016/7				Annual Parish Meeting - delivered

Meet your Councillors to promote Action Plan/public feedback	9 th July 16 29 th Oct 16			Sept 2016	Event using trailer on Saturday Market(GK) 9/7 delivered 29/10 delivered
Explore use of Twitter	2016			Sept 2016	(LC) Not practical at present
Electronic voting form for FTC Plan	2016			Sept 2016	(GK) Planning options document circulated to residents using Community News – delivered.
Promote FTC through clubs/associations				Sept 2016	Newsletter regularly circulated to other bodies. Councillors attend meetings of clubs/associations.
Web site (BAU)	2016/7		£7000	Monthly	New Website Contract awarded –starts April 2017
Create a forward plan for assisting in the development & expansion of tourism facilities (FRAM 13)	2016/7				Strategy to be developed – Partnership Joint FTC/FBA initiative to promote Christmas shopping/ Markets/visitors to town in December 2016 – delivered.
Establish a tourist information desk (Non-policy)					
Town guide/leaflets (BAU)	2016/7		£750		Calendar publication agreed. Town Trail leaflet reprinted.
Promoting markets (BAU)	2016/7		£2460		Codes 1701/3/4/6 Joint FTC/FBA initiative to promote Christmas shopping/ Markets/visitors to town in December 2016
Go Cart Race	May 2016	£200			Delivered
Firework Spectacular – (BAU)	Nov 2016	£7000	£7000	Monthly	Delivered
Queen's 90 th Party					Support to FBA event - Delivered with FBA

New signage for the town (BAU)			£750		Code 2017
Create a Town Centre 'Development Plan' to improve facilities for residents, beautify the Town Centre, possibilities for 'enlarging' Town Centre and additional tourist facilities (FRAM 18)					Plan to be developed – Town Council lead/Partnership Planting flower borders – delivered Display boards renewed/refurbished Planning for FTC cycle racks being progressed.
Develop an 'umbrella' organisation for the volunteer sector and develop a 'collaborative' Action Plan (Non-policy)					Partnership Volunteers drawn onto NHP working groups.
Town maintenance	2016/7		£7300		Market Hill electricity supply system under review – quotes for updating system being obtained. Routine maintenance delivered Code 1647 (cleaning) Code 1901/2 (Lights) Code 1906 (Street furniture) Code 1908 (Mkt Hill resurfacing)

Updated 13/02/2017 GK