



FRAMLINGHAM TOWN COUNCIL – ACTION PLAN

KEY:

Finance & HR Committee and Full Council

Planning & Environment Committee

Rights of Way, Highways and Parking Committee

Strategy and Development Committee

Lands and Markets Committee

Communication, events and Partnerships Committee

RESPONSIBLE	ACTION	TIMING	REASON	ENVIRONMENTAL IMPACT	BUDGET/FUNDING SOURCE	COST	AGREED MILESTONES	PROGRESS AND DELIVERY
Finance & HR	To perform its monthly/annual duties:- Annual Budget and Precept	October to January each year	Assist Town Clerk/RFO in the preparation of the Annual Budget and recommend the precept request to Full Council		Nil	Nil		Budget and Precept Request for 2022/2023 Approved FC 6/01/2022
RFO/ Finance & HR	Income and expenditure	Every month	Monitor and review		Nil	Nil		Ongoing monthly
Town Clerk/Finance & HR	Risk Assessments (Financial and CC)	Annual	Annual Review		Nil	Nil		Approved FC 6/01/2022 Next review Sept 2022

Finance & HR	Review and revision of policies, standing orders	Annual	Annual Review		Nil	Nil		Approved FC 6/01/2022 Next review Sept 2022
Finance & HR	Effectiveness of Internal Audit	Annual	Annual Review		Nil	Nil		Approved FC 6/01/2022 Next review Sept 2022
Town Clerk/Finance & HR	Assets & Depreciation register	Annual	Annual Review		Nil	Nil		Due by 31/3/22
Finance & HR	Grant Applications - Deadline August & January	Twice a year September and February	Receive, review and recommend grant applications		Budget1201 £3,000			September £1,750 granted February £TBC
RFO and Chairs of Committees Full Council	Monthly invoice payments	Monthly	RFO prepares monthly payment list Chairs of Committee's authorise payments prior to Full Council meeting		Nil	Nil		ongoing monthly
RFO/Finance & HR	CIL payments	April and October	Review, monitor and report CIL Payments		Nil	Nil		Completed 31/03/2021 Due 31/03/2022
Finance & HR	Annual Investment Strategy	Annual	Annual Review in January		Nil	Nil		Approved FC 6/01/2022 Next review January 2023
RFO/Finance & HR	Cash investments	As required	Review and update In line with Investment Strategy		Nil	Nil		FHR 14/10/2021

Cllr Carter /Finance & HR	Credit ratings	Quarterly	In line with Investment Strategy		Nil	Nil		FC6 6/01/2022
RFO /Finance & HR	Ear Marked reserves	As required	Review		Nil	Nil		FHR monthly
RFO and Full Council	End of Year Accounts	June	Approve end of year balance sheet & Annual Return & Annual Governance Statement		Budget 115 £3,000	Internal Audit 2021-2022 £380 Rialtas £600 +£59 MDT External Audit VAT Consultant		2020/2021 - completed
Finance & HR	Insurance annual review	1 st June	Annual review in April with additions and amendments		Budget 1101 £2,300	Zurich £1,618.68		3 year contract to June 2023
RFO/Finance & HR	Direct Debit/Standing Order	September	Annual Review		Nil	Nil		14/01/2021 Next review by 31/3/22
RFO/Finance & HR	CIL Income and Expenditure	Annually 31 st March	Monitor CIL income from ESC and prepare annual report for ESC		Nil	Nil		Completed 31/03/2021 Due 31/03/2022
RFO	VAT	Quarterly Return	Completion of quarterly return		Nil	Nil		June, September, December and March MDT compliant

Updated: February 2022

*Note: Environment Impact – None of the above actions themselves have an EI but note that the underlying matters to which some relate will have and we will keep in mind those impacts when dealing with utilities/donations etc

RESPONSIBLE	ACTION	TIMING	REASON	ENVIRONMENTAL IMPACT	BUDGET/FUNDING SOURCE	COST	AGREED MILESTONES	PROGRESS AND DELIVERY
Planning & Environment	Under delegated authority from FTC, review and determine FTC response to planning applications. Where applications are felt to be significant (and time permits) applications will be decided by FTC.	Monthly	Core task of PAE				Meet ESC cut-off dates	
Planning & Environment	Maintain watching brief on the operation of ESC Planning		Ensure that the discretion of ESC Planning Officers and Committee is exercised appropriately					
Planning & Environment	Implementation of Housing Strategy FRAM 2	Ongoing	Considered in consideration of planning applications					
Planning & Environment	Land owners/Agents re new housing	Quarterly	Follow up with land owners/agents and clarify future intention with regard to housing:				Monthly review of progress on these sites. Station Terrace: Outline application DC/20/2356/OUT has been approved.	

			Old Gas Works (FRAM28) Station Terrace allotments (FRAM26) Victoria Mill Road (FRAM25)				Victoria Mill Rd: Outline application DC/20/3326/OUT submitted, strong local opposition	
Planning & Environment	FRAM 3 – Affordable Housing	Ongoing	Obtain up-to-date picture of affordable housing need for Framlingham via housing need register.				Obtain update from ESC or Consultant when situation changes	
Planning & Environment	FRAM 3-Housing Needs	Annually	Gather local information to determine housing demand vs needs – analyse by type (start-up, social, private) and by size (1, 2, 3 bed etc)				Review annually	
Planning & Environment	FRAM 14 – Building For Life	Annually	Familiarise the Planning Committee and Full Council with design standards (“building for Life 12”)				Review relevance annually	
Planning & Environment	FRAM 5 and FRAM 6 Green Spaces	Annually	Familiarise Planning Committee with regard to policy –				Review annually	

			green spaces and important views.					
Planning & Environment	FRAM 12 FRAM 20 FRAM 27	Ongoing	Follow up and maintain regular contact with land owners/agents allocating land for employment and monitor and communicate progress.				Review annually	
Planning & Environment	FRAM 18	Ongoing	Consider the needs of the Town Centre Plan/Infrastructure.				Review annually	
Planning & Environment	FRAM 17 and Parking Guidance	Ongoing	Familiarise Committee with resident parking standards including "Suffolk Guidance for Parking" (currently Third Edition, May 2019) and implement accordingly.				Review annually	
Planning & Environment	ESC Local Plan	ongoing	Familiarise the Planning Committee with the East Suffolk Local Plan (currently being revised) and Supplementary Planning Guidance (SPG) documents.				Review annually	

Planning & Environment	National Design Guide Suffolk Design Street Guide		Note the National Design Guide and proposed Suffolk Design Street Guide				Review annually	
Planning & Environment	Maintain a watching brief for environment issues across the Council	Ongoing	Core objective of the Council					
Planning & Environment	Monitor an Environment Advisory Group, now titled "Sustainable Framlingham"	Ongoing	Core objective of the Council. The AG should contain representatives from as wide as possible a range of stakeholders within the town					May 22: Agreed to ask the Council to establish an Environment Advisory Group
UPDATED: 8 th February 2022								

RESPONSIBLE	ACTION	TIMING	REASON	ENVIRONMENTAL IMPACT	BUDGET/FUNDING SOURCE	COST	AGREED MILESTONES	PROGRESS AND DELIVERY
RofW,H&Parking	Implement town centre parking strategy	2020-	Parking strategy developed 2016-7 by working group and changes necessitated by introduction of Civil Parking Enforcement				Pay & display Market Hill starts 14.2.22. Negotiations between ESC and owners of The Elms continue. Proposals for on-street changes with SCC	
RofW,H&Parking	Town-wide transport and traffic management plan	2020-	Look at overall needs of the town, FRAM16				Integrated traffic group set up 2020	

RofW,H&Parking	Increase bicycle use and promote walking	2021-	FRAM15				Set up cycle working group when Covid restrictions allow.	
RofW,H&Parking	East Suffolk CIL bid	2018-	Make road junctions safer for pedestrians FRAM14				Awaiting quote from SCC for Pembroke Rd/Mt Pleasant junction	
RofW,H&Parking	Improve public transport options	2019-	Reduce reliance on private vehicles. Improve links for non car users to other towns and facilities.					Katch taxi-bus to Campsea Ashe began running trial service Spring 2021
RofW,H&Parking	Install/repair street lights		Saving for installation of new and repair of existing		1901 £500	EMR 322		Order placed Dec 2021 for pavement lighting on Pigs Meadow and The Fens
RofW,H&Parking								
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RofW,H&Parking	Market Hill resurfacing -	2020-	Annual saving for resurfacing and repair		2310 £1000	EMR 324		
RofW,H&Parking	Traffic Regulation Order	2022	Annual Saving for future TRO's due 2022		2315 £2000	EMR 340		

			Could possibly be done as part of ESC changes following introduction of CPE					
RofW,H&Parking	Recycling Project	2021/2022	Start-up Recycling Working Group (when resources allow)		TBC	TBC		
RofW,H&Parking	GENERAL MAINTENANCE							
RofW,H&Parking	Street Lighting Energy and maintenance	Annual	82 parish owned street lighting units		1902 £5000			Annual invoice at the end of March Replacement of street lights with LED - short-listed companies interviewed Jan 2022
RofW,H&Parking	Street furniture/Grit bins	On request	New and replacement grit bins and street furniture		1906	TBC		
RofW,H&Parking	Market Hill repairs	Annual	Repairs to surfacing		1908 £500	EMR 324		
RofW,H&Parking	SID issues	Ongoing	Repairs to SID/saving for additional SID Review data analysis (ongoing)		1909 £500	EMR 338		

UPDATED: January 2022

RESPONSIBLE	ACTION	TIMING	REASON	ENVIRONMENTAL IMPACT	BUDGET/FUNDING SOURCE	COST	AGREED MILESTONES	PROGRESS & DELIVERY
Strategy and Development	Reformat Action Plan	April/May 2021	Introduce clear milestones and committee progress		Nil	Nil	Action Plans to be on monthly Committee agendas	Completed
Strategy and Development	Strategic Plan follow up	Ongoing	To monitor progress and deliver priorities		Nil	Nil	Objectives and Priorities addressed in May in round of meetings Review- January 2022	TBA www.framlingham.com Review year end March 2022
Strategy and Development	Continuous update of Infrastructure Investment Plan	Ongoing	To report local CIL allocations and expenditure		Nil	Nil	Reissued April/July/Oct and Jan 2022	FIIP Report on www.framlingham.com
Strategy and Development	Work with CEP to develop a town wide events/programme/calendar	Ongoing	Partnership and collaboration/improve the towns economy		Nil	Nil		Work in progress with FBA and People & Places
Strategy and Development	Work with H RofW&P to develop a Transport and	End 2021	To assist in achieving increased		Local CIL	Unknown	WG in place June 2021 Reinstated September	Resource issue

	Traffic Management Plan		safety, mobility and environment targets					
Strategy and Development	Provide input to People and Places Project run by ESC	Ongoing	To raise funding for the town centre and contribute to the success of the Strategic Plan objectives		£10,000 ESTI Funding	Unknown	Joint proposal October 2021 FBA/FTC	Meeting ESC 25/10/21 Application made Jan 2022 for 21/22 Budget
Strategy and Development	To prepare and manage the Framlingham NP Review	May 2021 – May 2023	Update of NP Planning policies. Revised Housing targets Changes in Community Infrastructure priorities. Regulatory requirement		£8,000	TBA	As set out in the FNP timing plan	FTC approval SLA agreed with ESC Public Launch 28/10/21 Launch Event 28 th Oct 2021
Updated: 18/01/2022								

RESPONSIBLE	ACTION	TIMING	REASON	ENVIRONMENTAL IMPACT	BUDGET/FUNDING SOURCE	COST	AGREED MILESTONES	PROGRESS AND DELIVERY
Lands & Markets	CEMETERY:							
Lands & Markets	Develop forward plan for cemetery extension FRAM 24	On-going long term project	Acreage and cost Cemetery 1.91 Hectares = 4ac 31350.69ft		2309 £2000 to EMR annual saving			

			Annual saving to EMR 321 Consult with Full Council whether FTC continues as a Burial Authority before embarking on the purchase of land					
Lands & Markets	PAGEANT FIELD:							
Lands & Markets	Implement policy on 'Community Growing Spaces' FRAM 10	On-going	Liaise with Greener Fram					
Lands & Markets	Play House	2021/2022	Upgrade/new equipment:		Ents Reserve	£2,395.00	Play House – survey via FTC newsletter and playgroups etc of ideas for replacement – April 2021 Consultation with toddler groups 2021 Quotations being sought Further upgrades ongoing	Playhouse Completed August 2021
Lands & Markets	Play Area fencing replacement	2021	Upgrade replace fencing		Local CIL c£12,000		Updated quotation being sought March 2021 Agreed	Completed June 2021
Lands & Markets	Boules Pitch	2021	Town Survey 2020 –positive response to new Boules pitch on the Pageant Field		ESC Sports Space fund	£6,671.40 + £385 increase d cost agreed	Quotations sought – June 2020 Approved Full Council 1/10/20 Installation Spring 2021	Completed June 2021

						April 2021		
Lands & Markets	Replacement Litter bins	2021	Replacement and new litter bins			1504	Quotations and options received Consider after new fencing installed	Completed January 2022
Lands & Markets	Concrete Table Tennis Table	2021	Town Survey 2020- Positive response		ESC Sports Space fund	£1,470.00	Quotation agreed Installation Spring 2021	Completed June 2021
Lands & Markets	New pathway from existing drive to Pavilion	2021	To enable pedestrian movement		Local CIL	£4,110.00	Options and quotations being sought – Feb 2021 Agreed	Completed September 2021
Lands & Markets	SKATE PARK:							
Lands & Markets	TREES							
Lands & Markets	Tree Planting Plan Replacement trees for those felled	ongoing	Replacement trees for those felled And addition of new ornamental hawthorns to Cemetery tree avenue		EMR 343 Donated		Further planting agreed for Winter 2021 2 new and 1 replacement Hawthorns planted in Cemetery Flowering Cherry for PF	Completed January 2022
Lands & Markets	Tree Management Plan and Schedule – separate document Pageant Field Fens Cemetery Churchyard	2019	Tree Surveys for 4 areas		Budget 1613		PF all tree works identified Fens all tree works identified Cemetery all tree works identified Churchyard all tree works identified. Ongoing programme of works for 2021/2022 2 x Limes to be felled and rest pollarded	December 2019 March 2021 March 2021 February 2021 Completion expected February 2022
Lands & Markets	St Michael's Churchyard:							

Lands & Markets								
Lands & Markets	FENS:							
Lands & Markets	Friends of the Fens		Working Group Formed					
Lands & Markets	RIVERSIDE:							
Lands & Markets	Cleaning of river banks	2019-2021					FBA contribution £100 in 2017 and 2018 but not in 2019 Meet with Environment Agency and SCC to discuss management – July 2019 River cleared by Co-op – October 2019 Future planning on management of area. Co-op (Owners) FTC and Environment Agency – November 2019 Meeting with EA and Co-op to review management ongoing – November 2020 deferred due to Covid-19 E A Report received January 2021 Awaiting response from Co-op Retail December 2021	
Lands & Markets	ALLOTMENTS:							
Lands & Markets	Replacement Fencing	2021	New fencing around the Allotments		LOCAL CIL	£2,650.00	Work scheduled for 2021	Completed December 2021

Lands & Markets	Land for additional Allotments	ongoing	21 new residents on the Allotment Waiting List due to new housing having smaller gardens				Extending current area not agreed by Landowner Identify suitable new land – offer of site on Brook Lane being investigated April 2021. Second offer of land July 2021 ongoing Saxmundham Road being investigated October 2021	August 2021 Meeting with landowners - ongoing
Lands & Markets	GENERAL MAINTENANCE							
Lands & Markets	Grounds & Maintenance Contract 1/11/18 – 31/10/23 Handy Person Contract 1/11/18 – 31/10/23	2018-2023	Advertised – deadline 31/7/18 Lands Committee 19/9/18 Full Council decision 4/10/18 Completed. Incorporated in G&P Contract 2018 -2023 Review due 2021		Budget 1644	£25,000	Reviewed 6 th April 2021 Contract to be confirmed to 31/10/2023 Full Council 2021	Monthly invoice
Lands & Markets	Pageant Field grass/hedge cutting Contract - Annual		SCN (2021/2022) 17 cut and strims during 34 week period		Budget 1502 £2,400	£,2035.54		Annual Invoice
Lands & Markets	Fens Grass cutting Contract – Annual		James Rogers Agricultural Ltd – (2021/2022)	To increase flora and fauna and increased carbon capture	Budget 1617 £600	£65 per cut £400 final cut and rake	Meeting with SWT to determine Management Plan for 2022 – January 2022	
Lands & Markets	Cemetery Summer cut	Annual budgeted	2021 – quotation received same cost as last	To increase flora and fauna and	Budget 1617 £1,000	£900	2022 cut to be considered in July 2022	Completed Aug 2021

		cost (August)	10years agreed Full Council July 2021	increased carbon capture				
Lands & Markets	Cemetery Memorial Rose Garden		Replacement roses and general maintenance Two new rose beds constructed November 2019 Replacement of timber frame in Rose Bed 1 completed November 2020 Volunteer carries out weeding and deadheading		Budget1615 £200		Quotation for bark mulch agreed July 2021	Completed August 2021
Lands & Markets	Pageant Field Pavilion Toilet Cleaning		SCN – 3 days per week - £3,823 (Only 1 toilet open)		Budget 1510		Contract to be reviewed January 2022	Annual invoice
Lands & Markets	Pageant Field Pavilion Income from Hire		Income from hire - £15 per 4 hour session 9-1, 1-5,5-9) Reduced to £10 for local non-profit organisations		Budget 1577 £1,500		Charges to be reviewed January 2022	
Lands & Markets	Pageant Field Pavilion Caretaker/Cleaner		Contract 1 hour per week plus retainer start 01-01-21		Budget 1510	£85 per month + extra hours @ £13 per hour	Contract to be reviewed January 2022	
Lands & Markets	Pageant Field Gates		Annual refurbishment and painting as required		Budget 1504			
Lands & Markets	Installation of replacement safety		Ongoing programme of		Budget 1504	£3.240.60	Work scheduled for May 2021	Completed July 2021

	surfacing to all play equipment		works 2018 - 2021 Spica and Supanova – quotation Feb 2021 Agreed					
Lands & Markets	CCTV Maintenance		Annual maintenance contract 2021 Westrock CCTV + repairs/replacements		Budget 1512 £2,300	£1,531.53	Contract to be reviewed January 2022	Annually
Lands & Markets	Annual Inspection of Pageant Field Play equipment and Skatepark		Due Autumn 2020 – quotation agreed June 2020 Deferred to June 2021 due to Covid-19		Budget 1505	£250		Annually (completed October 2021)
Lands & Markets	Skate Park Maintenance		General repairs as necessary		Budget 1508	£500	Ongoing inspections	
Lands & Markets	War Memorial		Cleaning Due 2021 – deferred due to Covid-19		Budget 1611	£290	Subject to inspection	
Lands & Markets	Town Clock repairs and annual service	2018/19/20	Service and pendulum repair Annual Service Annual service and identified maintenance		Budget 1610	£500	Service due October 2021 Waiting for date for work to be carried out - January 2022	April 2018 October 2019 October 2020
Lands & Markets	Fens general maintenance (excluding tree work)	Annual Budgeted costs	General repairs (seats etc) carried out by G&P Contractor as and when required.		Budget 1621 £50		1 new seat donated – due January 2022 2 'Chat Benches' considered – Application for	

							funding submitted December 2021	
Lands & Markets	Allotments General repairs to tap and fencing		Ongoing by G&P Contractor		Budget 1643 £200			
Lands & Markets	Allotment Water Supply		Quarterly invoice		Budget 1642 £320			
Lands & Markets	Allotment Land rent		Annual invoice from Fram College		Budget 1640 £200			
Lands & Markets	Allotment income from tenants		Allotment tenants		Budget 1690 £948		Increased charges from April 2022	
UPDATED: January 2022								

RESPONSIBLE	ACTION PRIORITIES - 2022 **	TIMING	REASON	ENVIRONMENTAL IMPACT	BUDGET/FUNDING SOURCE	COST	AGREED MILESTONES	PROGRESS & DELIVERY
	COMMUNICATION							
Coms/Events & Partnerships Cllr Hine & DTC	Current Website: Ongoing management	ongoing	Adding and editing website content to keep it up to date		Budget 2108	£7,000	Uploading of documents onto website by office staff to reduce running costs	Ongoing until to end in March 2022

Coms/Events & Partnerships Cllr Hine & DTC	Official Calendar 2023	annual	Annual Framlingham Calendar- community submissions for sale/fundraising		Budget 2105	nil - paid for by advertising	New 2023 calendar to be produced by July 2022 Assess submissions and draft content	Theme Then and Now
Coms/Events & Partnerships	New Official Town Guide New Maps and Town Trail Including new online versions		To promote Framlingham as a historical market town to visitors and residents, and provide info on local services and organisations		Budget 2108 + EMR 334	ESTI Funds available (£10k for special projects)	New Town Guide and Town Trail in connection with ESC Consult with FBA on joint business & residents "pack" ref ESTI funding	ESTI Application submitted January 2021 Re-submitted February Successful
Coms/Events & Partnerships Cllr Hine & DTC	Communication Plan/Admin Documents style & organisation for ease of reference	Annual review	Ongoing revisions to document presentation for accessibility and clarity			Nil	Standard file names revision for new website to be agreed DMS system PDF.A docs for accessibility	To be agreed Implementation
Coms/Events & Partnerships Cllr Hine & DTC	Communication Plan/Admin Welcome Pack Folder	2021	To hold many leaflets together for new residents. To explore possibilities of creating a page on the website with links to organisations in the pack		Budget 2105	ESTI?	Produce a card folder to contain leaflets Upload links to the organisations and useful resources on a webpage	Folders printed Upload on hold until new website is live
	PROJECTS							

<p>Coms/Events & Partnerships</p> <p>Cllr Hine & DTC</p>	<p>CCTV - town centre and Elms and Fore Street car parks</p> <p>(Co-ordinating with Cllr Collins & Eastwood)</p>	<p>2018 - 2021</p>	<p>To prevent anti-social behaviour and crime in the town for public safety</p>		<p>CIL 2316</p>	<p>£18k-£22k</p>	<p>Preferred bidder agreed</p> <p>Permits for lamp posts</p> <p>Listed Buildings consent</p> <p>Implementation date – TBC</p>	<p>Planning permission not required</p> <p>90% agreed</p> <p>LBC submitted</p>
<p>Coms/Events & Partnerships</p>	<p>** Town Centre WiFi</p>	<p>2019 - 2021</p>	<p>Fram Free Wifi for town centre funding as a Pilot for first 3 years by ESC</p>		<p>Budget 2203</p>	<p>£34,575.45 net</p> <p>Funded via grant from East Suffolk Council for 3 years to 2022</p> <p>(FTC to reclaim vat)</p>		<p>ESC to take over management of Fram Free Wifi with FBA promoting IT in the town</p>
<p>Coms/Events & Partnerships</p> <p>Website Working Group:</p> <p>Chair - Cllr Hine</p>	<p>** New Website 2022</p>	<p>Autumn 2020 - March 2022</p>	<p>New Website Contract to be tendered & agreed by 31/3/22</p>		<p>Budget 2108 + EMR 334 ???</p>		<p>Create new website - Beta stage - Oct to March 2022</p> <p>Launch new site by 31/3/22</p>	<p>New website agreed subject to contract:</p> <p>2Commune</p> <p>Data migration taking place</p>

<p>Coms/Events & Partnerships</p> <p>Website Working Group:</p> <p>Chair - Cllr Hine</p>	<p>New Website Pages New Community Pages</p>	2021 - 2022 (ongoing)	Development of new local wellbeing and community website pages "one stop shop" for Fram residents		Budget 2108		Develop new pages based on agreed site map	On schedule
<p>Coms/Events & Partnerships</p> <p>Cllr Hine</p>	<p>Friendly Bench - Social Isolation Project</p>	2021	To create a friendly community outdoor space to combat loneliness and social isolation Improve the built environment		ESC - CPA funding Poss matching local CIL		May 2021 - Develop proposal with community consultation - Identify potential sites Apply for CPA funding	On hold
<p>Coms/Events & Partnerships</p> <p>DTC</p>	<p>New Notice Board</p>	2021	Install a notice board outside the new Town Council Office		Budget 2105	£625	Agreed FC 4/3/21 LBC Permissions obtained	Now being produced locally

	Bus Stop Notice Board	2022	Repair of broken panels		£700 to be funded by SCC		Agreed FC 2/1/2022	Order placed
	Community & Partnerships							
Coms/Events & Partnerships Cllr Hine	** Events Planning Committee – disbanded – individual event Working Groups formed – see below		Engagement with local groups, and support for events which aim to develop a sense of community spirit		First Light (FL) Market Town Celebrations	nil	Events Year Plan - draft checklist 2022 FL Masterclass Follow up Advice Plans Toolkit	Initial draft list considered
	EVENTS:							
Coms/Events & Partnerships	Annual Parish Meeting	Annual	For public update on local initiatives and Q&A on issues			nil		27 th April 2022 in the UFC
Coms/Events & Partnerships DTC	VE Day	Annual			Budget 2205	nil	Sunday 8 th May 2022 Fly flag on Market Hill	
Coms/Events & Partnerships DTC	Love Your Local Market fortnight	Annual	Promote the market		Budget 2205	nil?	Mid May - TBC Fly flag on Market Hill / Put banner up	
	Litter Pick events	Annual	Care for the environment (Love East Suffolk initiative currently cancelled)			PR Other support?	March 25 – April 10 th 2022 Great British Spring Clean	

Coms/Events & Partnerships	Framblers Rights of Way Walks		To maintain use of local footpaths and good outdoor social event. Suggest more events this year (monthly?)			nil	Usually quarterly See Poster	
Coms/Events & Partnerships Town Clerk	Party on the Pageant to celebrate the Queen's Platinum Jubilee	One off event	Friendship, Fun and Food event on the Pageant Field		2205 Plus sponsors		Sunday 5 th June 12 – 5pm on the Pageant Field	Town Clerk to organise and lead Working Group
Coms/Events & Partnerships DTC	Suffolk Day	Annual	Feelgood Suffolk events happening county wide		Budget 2205	?	Tuesday 21 st June Fly Flag on Market Hill HOST BBC Radio Suffolk	
Coms/Events & Partnerships Town Clerk	Armed Forces Day	Annual			Budget 2205	£500	Saturday 25 th June Fly flag on Market Hill Band SAAFA/RBL/H4H/Fra mCadets	Town Clerk to organise and lead
Coms/Events & Partnerships DTC	VJ Day	Annual			Budget 2205	nil	Monday 15 th August Fly Flag on Market Hill	
Coms/Events & Partnerships DTC	Sunday Street/Market/Fair				ESTI funding?			

Coms/Events & Partnerships Cllr Hine	Fairtrade Fortnight (Fram Fairtrade Town)		Promote Fairtrade social enterprise – to support Fairtrade town status				March event PR	
Coms/Events & Partnerships	November 5 th Spectacular	Annual	Firework Spectacular Event on Pageant Field (Shellshock Fireworks Ltd) Or alternative sound and light spectacular		Budget 2201	£6,000 (income to generate: £6,000)	Saturday 5 th November 2022 - reconsider ref 2022 event as a Sound and Light Spectacular at the Castle Carry out a survey in January 2022 to determine public view on holding future events Launch as trial	Cancelled
Coms/Events & Partnerships	** Christmas 2022	Annual	Christmas Market event Christmas Tree and Lighting for town centre Trees for the Church In conjunction with the Castle, FBA and Retailers - and other groups		Budget 2283 EMR 327	Funds need to be raised	Develop plan for Xmas 2022 with the Castle and other support Support other events to link up - schools, FAYAP and Hour Community/Guides/S couts/Dance Local music/bands	Planning for event started
UPDATED: February 2022	ESTI Funding of £10k for 5 projects							