



FRAMLINGHAM TOWN COUNCIL ACTION PLANS 2017/18

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 2017/18 | April 2016 July 2017 | Nil | Nil | Finance Committee monthly meeting | |
| 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 2017 to Jan 2018 (latest!) | Nil | Nil | As above | Report to Council |
| Monitor and review monthly income and expenditure | Every month | Nil | Nil | As above | Ongoing monthly |

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| Annual Review Risk Assessments (Financial and CC) | September | Nil | Nil | As above | All Completed March 2017 Review September 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 September 2017 |
| Review Effectiveness of Internal Audit | September | Nil | Nil | Annually | Recommend to Council Completed January 2017 Review September 2017 |
| Annual review of Assets & Depreciation register | February 2017 | Nil | Nil | Finance Committee monthly meeting | Report to Council Completed Finance Committee 26 th July 2017 |
| Receive, review and recommend Grant Applications - Deadline June & January | Twice per annum July & February | £3000 | £3000 | As above | Recommend to Council |
| 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 |
| Review and update cash investments and EMR | As required | Nil | Nil | As above | Finance Committee 26 th July 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 2017 completed. |

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| Review Insurance | April (due 1 st June) | Nil | Nil | Finance Committee | Recommend to Council 4 th May 2017 Full Council meeting Completed |
| Direct Debit/Standing Order review | September | Nil | Nil | As above | Finance Committee 8 th June 2017 |

Updated 27/07/2017 EAC

RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE ACTION PLAN 2017/2018

| ACTION | TIMING | TOTAL COST | 2017/18 BUDGET | REVIEW | COMMENTS |
|--|---|-------------------|---|---|--|
| Implementation of Policy FRAM14: preserve and enhance pedestrian walkway routes. | When action recommendations by WG approved by IPC and FTC | To be determined | From budget 2316 (CIL) or as determined | Monthly Infrastructure Plan Committee: Monthly: ongoing (see minutes for actions). Enablers: Town Council (TC) in conjunction with Suffolk County Council Highways (SCCH). | A Pavements and cycle paths WG was started in 2016-7 and work on pavements and town centre paths was largely completed during that year. When the report and recommendations are approved by IPC and FTC, it is envisaged that this committee will oversee implementation. |
| Implement town centre parking strategy. | When action recommendations by WG approved by IPC and FTC | To be determined | To be determined | Monthly Infrastructure Plan Committee: Monthly: ongoing (see minutes for actions). Town Centre Parking (short & long term). Enablers: TC in conjunction with | A parking strategy WG was started in 2016-7 and the work on a parking strategy was largely completed during that year. When the report and recommendations are approved by IPC and FTC it is envisaged that this committee will oversee implementation. |

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| | | | | SCC H, Heritage and Business Community. | |
| FRAM15: cycle parking | Provide 9 cycle racks in Well Close Square | Approx £350 | 2316 (CIL) | Monthly | Work to plan and provide cycle racks in Well Close Square started during 2016/17. Sites have been identified and work continues. |
| FRAM15 Proposals to improve provision of cycling infrastructure. Provision of new dedicated routes for cyclists | When action recommendations by WG approved by IPC and FTC | No current estimated budget projection | £0.00 | Monthly Infrastructure Plan Committee: 15 Sep 16 (action pending). Pavement and Cycle Path Improvements (lighting, widening, resurfacing and positioning). Enablers: TC in conjunction with SCC H. | A Pavements and Cycle Paths WG was established during 2016-7, and this has concentrated on pavements and footpaths until now. It is envisaged that it will work on cycle paths during 2017-8, and any recommendations approved by the IPC and FTC will be passed to this committee to implement. |
| FRAM16 Highway capacity. All assessments for (larger/smaller) sites should address (as req. par 32 NPPF) the cumulative transport impact on road junctions identified by NP and to the satisfaction of the highway authority. | 2017/18 Working Group need (tbc) | No current estimated budget projection. | £0.00 | Oct 2017 Develop a plan for improvement of Traffic Flow Management (short & long term) Enablers: TC in conjunction with SCC H. | Recommend to TC via Infrastructure Committee. Plans to include: 1. Action/measures – data to monitor 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 |

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| Non-policy action from the NP: “Improve public transport options for the town, including those to key services such as hospitals (particularly for the elderly) and local railway stations.” | Potential Working Group (tbc) | No current estimated budget projection. | £0.00 | Deferred to Oct 2018 Non Policy Action Listing Enablers: TC in conjunction with SCCH, Heritage and Business Community. | Recommend to TC via Infrastructure Committee. This action was not initiated during 2016-7 due to insufficient resource. Plans to include: 1. Forward Plan 2017-2019. |
| Examine opportunity for bus hub/terminus in town | 2017/18 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 | 2017/18 | Estimated budget 1901 projection. | 1901 £500 | In-year, ongoing actions. | No specific items currently identified |
| Street Lighting Energy and maintenance | 2017/18 | Estimated budget 1902 projection. | 1902 £4000 | Annual | Expenditure plans to include: 1. Annual maintenance cost increased to £4,189 (16/17). Consider increased budget for 2018/19 |
| Street furniture/Grit bins | 2017/18 | Estimated budget 1906 projection. | 1906 £300 | Ongoing actions | Expenditure plans to include: Projects agreed as required. |
| Market Hill repairs | 2017/18 | Estimated budget 1908 projection. | 1908 £500 – to Reserve Code 324 at year end if unspent | In-year, ongoing actions. | Expenditure plans to include: Projects agreed as required. |

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| Traffic Regulation Order - SID issues | 2017/18 | £150 plus | 1909 £250 | Ongoing reports | Expenditure plans to include: 1. Review data analysis and methodology. (action ongoing). 2. Ongoing (budget 1909) kit repair, upgrade and data management issues. New pole in College Road @ £150 New brackets for pole @ £? |
| Market Hill resurfacing - | 2017/18 | Estimated budget 2310 projection. | 2310 £1000 | | EMR saving for future resurfacing |
| Traffic Regulation Order | 2017/18 | Estimated budget 2315 projection. | 2315 £1000 | | EMR saving for future TRO (due 2022) Fore Street TRO possibility in 2017/18 |

Updated 12/06/2017 SG/EAC

LANDS COMMITTEE ACTION PLAN 2017/2018

| Item | Timing | Total Cost | 2017/18 Budget | Review | Action |
|---|----------------------------|------------|---------------------------------|--------|---|
| Implement policy on 'Community Growing Spaces' FRAM 10 How? | 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 |

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| 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 (2016/17) | Proposal to Full Council | Survey approval 5/5/16 (6 weeks -1/6 – 13/7) Survey results – majority in favour 2 nd survey Summer 2017 to gather statistics Completed Spring 2017 |
| Cemetery driveway resurfacing | | £67.50 per metre | 1619 £1k (2017/18) Annual saving to EMR | | Annual monitoring Patching 2017 |
| Install bonded mulch safety surfacing in PF play areas | 2017/2018 | | 1504 £4k | | £1,500 towards roundabout Bonded mulch to swings £2,184 |
| 2 new memorial seats in cemetery | 2016/17 | £1600 | Donations | | Stanbrook and Picton seat installed Dec 2016 |
| Tree Planting Plan | By autumn 2018 | Donated and from Replacement Tree Fund | | | Memorial trees in Cemetery Donated Amelachier in Memorial Rose Garden – Autumn 2017 Tree Planting - Fens Action - Tree Warden |
| Churchyard pathway from St Michael's Rooms | February 2016 | £410 | 1610 | | Agreed October 2016 Completed 2017 |
| Other tree work as necessary | 2017/18 | | (1613 £3k) | | Ongoing – see Tree Works Calendar |

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| Table Tennis Table on PF | 2016/2017 + | £3,500 | 1503 £0 for 2017/18 | | 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 Agreed and Installed June 2017 |
| Churchyard Drive resurfacing | 2016/17 | £7,000 | 1610 (£5k) | Agreed | Contribution from SCN – £2k agreed Completed February 2017 |
| Town Clock repairs and maintenance | 2017/2018 | | 2313 | | Annual saving to EMR |
| Cemetery Summer cut | Annual budgeted cost (August) | £1000 | 1617 | Annual | |
| Pageant Field grass/hedge cutting. | Annual budgeted cost | | 1502 | Annual | SCN £1,627.50 (2017/18) |
| CCTV maintenance | 2017/2018 | 1800.00 | 1512 | | New CCTV camera Completed 2016 Annual maintenance |
| Annual Inspections | 2017/2018 | | 1505 | £210.00 | Booked for September 2017 £2k from 2016/17 budget (Purely Metal) |
| Skate Park maintenance | | | 1506 | £1,000 | refurbishment of metal ramps – Spring 2017 Completed April 2017 |
| Fens general maintenance (excluding tree work) | Annual budgeted cost | | | | |

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| | 2016/17 | £700 | 1620 | Annual | |
| Tree Work Calendar | Annual budgeted cost 2017/18 | | | | |

Updated 30/05/2017 SB/EAC

PLANNING COMMITTEE ACTION PLAN 2017/2018

| Item | Timing | Total cost | 2017/2018 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 (FRAM28) Station Terrace allotments (FRAM26) Victoria Mill Road (FRAM25) | Monthly | | | | Monthly review of progress on these sites. |
| Obtain up-to-date picture of affordable housing need for Framlingham via housing need register. FRAM 3 | Completed October 2016 | | | Annually | Obtain update from SCDC or Jenny Mayne when available. |

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| Gather local information to determine housing demand vs needs – analyse by type (start-up, social, private) and by size (1, 2, 3 bed etc) FRAM 3 | Completed October 2016 | | | Annually | Agenda item October 2017 |
| Familiarise the Planning Committee and Full Council with design standards (“building for Life 12”) FRAM 14 | Completed 2016/17 | | | Annually | Review relevance annually |
| Familiarise Planning Committee with regard to policy – green spaces and important views. FRAM 5 FRAM 6 | Noted | | | Annually | Review annually |
| 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 | Ongoing | | | | Review annually |
| Consider the needs of the Town Centre Plan/Infrastructure. FRAM 18 | Ongoing | | | | Review annually |
| Familiarise Committee with | Ongoing | | | | Review annually |

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| resident parking standards and implement accordingly. FRAM 17 | | | | | |
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Updated 12/6/2017 SG/EAC

PUBLIC RELATIONS AND MARKETS ACTION PLAN 2017/2018

| Item | Timing | Total Cost | 2017/18 Budget | Review | Action |
|---|----------|------------|----------------|-------------|--|
| Neighbourhood Plan actions: | 2017/18 | | | Autumn 2017 | Ongoing activity |
| Create a Communication Plan and Community Engagement Strategy (Non-policy) | 2017/18 | | | Autumn 2017 | Ongoing activity |
| Develop information systems database for public communication purposes (Non-policy) | 2017/18 | | | Autumn 2017 | Ongoing activity |
| Meet your Councillors event | 2017/18 | | | Autumn | APM and Market Hill |
| Promote FTC through clubs/associations | 2017/18 | | | Autumn 2017 | Newsletter regularly circulated to other bodies. Councillors attend meetings of clubs/associations e.g FBA |
| Develop Web site (BAU) | 2017/18 | | £7000 | Autumn 2017 | Ongoing activity |
| Town guide/leaflets (BAU) | 2017/18 | | | | Develop 'Family Style' |
| Promoting markets (BAU) | 2017/18 | | | | Love Your Local Market etc |
| Soap Box Race | May 2017 | | | June 2017 | Deliver event |

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| Firework Spectacular – (BAU) | Nov 2017 | £7000 | £7000 | December 2017 | Deliver event |
| New signage for the town (BAU) | 2017/2018 | | | Autumn 2017 | Design and Deliver |
| Town maintenance | 2017/2018 | | £1956.61 | | Replace electrics on Market Hill Routine maintenance delivered Code 1647 (cleaning) Code 1901/2 (Lights) Code 1906 (Street furniture) Code 1908 (Mkt Hill resurfacing) |

Updated 13/06/2017 GK