

## FRAMLINGHAM TOWN COUNCIL ACTION PLANS

### FULL COUNCIL AND FINANCE COMMITTEE ACTION PLAN 2016/2017

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	
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 <b>I.P.C Infrastructure Plan commenced Sept 2016</b>
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 <b>Work for 2017/18 budget commended in Sept 2016</b>	<b>Report to Council for approval in December 2016</b>
Monitor and review monthly income and expenditure	Every month	Nil	Nil	As above	<b>Ongoing</b>
Annual Review Risk Assessments (Financial and CC)	September	Nil	Nil	As above	Recommend to Council
Annual review and revision of policies, standing orders	January 2017	Nil	Nil	As above	<b>Recommend to Council/completed review and rewrite is in preparation for TC meetings in Nov/Dec 2016</b>

Review Effectiveness of Internal Audit	September	Nil	Nil	Annually	Recommend to Council
Annual review of Assets & Depreciation register	February 2017	Nil	Nil	Finance Committee monthly meeting	Report to Council
Receive, review and recommend Grant Applications - Deadline June & January	Twice per annum July & February	£3000	£3000	As above	Recommendations to Council meetings in July, October 2016 and February 2017
Authorise monthly invoice payments	Every month	Nil	Nil	Town Councillors	
Review, monitor and report CIL payments	April & October	Nil	Nil	Finance Committee	Report to Council at December meeting
Review and update cash investments and EMR	As required	Nil	Nil	As above	Recommend to Council
Approve end of year balance sheet & Annual Return & Annual Governance Statement	June	Nil	Nil	RFO	Recommend to Council
Review Insurance	April (due 1 <sup>st</sup> June)	Nil	Nil	Finance Committee	Recommend to Council
Direct Debit/Standing Order review	September	Nil	Nil	As above	Report to Council

Updated 19/10/16 JJ

**FRAMLINGHAM TOWN COUNCIL**

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

<b>ACTION</b>	<b>TIMING</b>	<b>TOTAL COST</b>	<b>2016/17 BUDGET</b>	<b>REVIEW</b>	<b>COMMENTS</b>
<p>FRAM15 Ensure: safe pedestrian access to existing/new walkway routes identified by Neighbourhood Plan.</p> <p>Enhance routes: mitigate impact of additional traffic flow on pedestrian access and movements.</p>	<p>2016/17</p> <p>Set up Working Group 20/06/16 <i>(25 Jul. adj.)</i></p> <p><i>Meetings: 26 Sep 16 24 Oct 16</i></p>	<p>No current estimated budget projection.</p>	<p>£0.00</p>	<p>Bi-Monthly <i>Infrastructure Plan Committee: 15 Sep 16 (no actions arising).</i></p> <p>Pavement and Cycle Path Improvements (<i>lighting, widening, resurfacing and positioning</i>).</p> <p>Enablers: Town Council (TC) in conjunction with Suffolk County Council Highways (SCCH). <i>03 Aug 16 Mtg. FTC and SCCH Discussed: how best to progress footway audit, road categories and supporting evidence SCCH require; Update: budget, restructuring and SCCH contacts.</i></p>	<p>Recommend to Town Council (TC) via Infrastructure Committee, supported by Pavements &amp; Cycle Paths Working Group (PCP WG).</p> <p>Plans to include: repair/upgrade of existing links to/from new developments ‘Fram Footway’.</p> <ol style="list-style-type: none"> <li>1. Initial audit of current situation; <i>20 Jun: Reports to Infrastructure Plan Committee. Action ongoing next WG meeting 24 Oct 16.</i></li> <li>2. New development footpath/walkway initiatives; <i>Evaluate audit -v- new development site plans commencing Oct 16.</i></li> <li>3. Forward Plan 2017-2019. <i>Completion Spring 17.</i></li> </ol>

<p>Initiate a new town centre parking strategy.</p>	<p>Set up Working Group 06/04/16 <i>Meetings:</i> <i>04 July 16</i> <i>19 Sep 16</i> <i>31 Oct 16</i></p>	<p>No current estimated budget projection.</p>	<p>£0.00</p>	<p>Bi-Monthly <i>Infrastructure Plan Committee:</i> <i>15 Sep 16 (see minutes for actions).</i> Town Centre Parking (<i>short &amp; long term</i>).</p> <p>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).</p> <p>Plans to include: 1. Survey of Car Parks to be held from Sunday 8th May - Saturday 14th May. <i>06 Jun &amp; 04 Jul 16: Reports to Infrastructure Plan Committee. Action ongoing next WG meeting to explore additional parking provision, parking permits and enforcement.</i> <i>Next meeting 31 October 16</i> 2. Forward Plan 2017-2019.</p>
<p>FRAM 16 Proposals: to improve provision of cycling infrastructure. Provision: of dedicated routes, more town centre cycle racks and lock-up posts.</p>	<p>Set up Working Group 20/06/16 <i>Meetings:</i> <i>26 Sep 16</i> <i>24 Oct 16</i></p>	<p>No current estimated budget projection</p>	<p>£0.00</p>	<p>Bi-Monthly <i>Infrastructure Plan Committee:</i> <i>15 Sep 16 (action pending).</i></p> <p>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. <i>20 Jun: Reports to Infrastructure Plan Committee. Action pending Oct mtg.</i> 2. Forward Plan 2017-2019. <i>Completion end 2017.</i></p>

FRAM17 Assess: cumulative transport impact at key road junctions identified by NP.	2016/17  Working Group need (tbc)	No current estimated budget projection.	£0.00	<del>Dec 2016</del> <b>Oct 2017</b>  Develop a plan for improvement of Traffic Flow Management ( <i>short &amp; long term</i> )  Enablers: TC in conjunction with SCCH.	Recommend to TC via Infrastructure Committee.  Plans to include: 1. Action/measures - Monitoring traffic volumes and speed; 2. Action/measures - Enforcing speed limits, and steps to increase traffic calming measures; 3. Building relationships with developers to assess any plans/proposals having traffic impact at key road junctions, 4. SID data analysis review – see comments under budget heading 1909. 5. 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	<del>Dec 2016</del> <b>Oct 2017</b> <i>Non Policy Action Listing</i>  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	<del>Dec 2016</del> <b>Oct 2017</b> <i>Non Policy Action Listing</i>  Enablers: TC in conjunction with SCCH,	Recommend to TC via Infrastructure Committee.  Plans to include: 1. Forward Plan 2017-2019.

				Heritage and Business Community.	
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. <b>Queens Head Alley, light installed end July 16.</b>
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 <b>£173.04 (net)</b>	Jun 2016	Expenditure plans to include: 1. Installation of 2 bins; <b>at the Fens and Fairfield Crescent Aug 16.</b> 2. Projects agreed as required.
Market Hill repairs	2016/17	Estimated budget 1908 projection.	1908 £500	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	Aug 2016 <b>Discussed RoW,H&amp;L 12 Sep 16. Mtg Westcotec, Oct 16</b>	Expenditure plans to include: 1. Review data analysis and methodology. <b>Completed 25 Aug 16 (action ongoing).</b> 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	2016/17	Estimated	2315 £1000	Sep 2016	Annual savings to reserves.

Order - Ear Marked Reserve (ERM) savings		budget 2315 projection.		25 Aug 16, Draft Order for various roads; consultation ends 19 Sep 16. Target date for consideration by SCC RoW Committee, Jan 17. Feb 2017	Timeline 2021.
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Updated 28/09/16 LB

### FRAMLINGHAM TOWN COUNCIL

#### LANDS COMMITTEE ACTION PLAN 2016/2017

Item	Timing	Total Cost	2016/17 Budget	Review	Action
Implement, monitor and prepare specs for LEAPS & NEAPS FRAM 10	2016/17 Local equipped areas for play. Neighbourhood equipped areas of play				Planning Committee
Implement policy on 'Community	On-going				Liaise with Greener Fram

Growing Spaces' FRAM 11					
Develop forward plan for cemetery extension FRAM 25	On-going long term project <b>estimated 20 years of space at current usage</b>		Capital Reserve (annual saving)		Acreage and cost How many plots to an acre <b>Grave space 2ft 6" wide by 6ft long – allow 2ft gap all way round. Therefore, 4ft 6" x 8ft needed.</b> <b>Ashes box 13x9x9 (hole needs to be slightly larger all round)</b> <b>98 grave spaces left.</b> <b>List compiled of interments/re-openers/and ashes from 2000/2001 to date, filed in Office for reference</b>
Pageant Field Facilities Improvement Plan, including Pavilion Not in NP	<b>Project proposal to Full Council by ?</b>	?	1510 £2k	Agenda item for August Full Council meeting – <b>approved to proceed with proposal</b>	Survey approval 5/5 (6 weeks -1/6 – 13/7) Survey results 10/7 Lands Committee Meeting <b>Put together a proposal Oct/Nov 2016</b>
Cemetery driveway resurfacing		£60 per M	1619 £1k		Annual monitoring
Skate Park graffiti competition	2017				Liaise with FAYAP
Install bonded mulch safety surfacing in PF play areas	2017		1504 £4k		More funding needed – costs to be discussed at July meeting Investigate SCDC playspace (£1338.77) funding – Action Town Clerk



2 new memorial seats in cemetery	2016/17	£1600	Donations		Advertise for donors RBL Club x 1 tbc Picton – installed Stanbrook – in process
Tree Planting Plan	By autumn 2016	?			Memorial trees in Cemetery Action - Tree Warden
Churchyard pathway from St Michael's Rooms	2016/17	£410	1610		Investigate costs Action – Town Clerk July meeting Full Council agenda for 6/10/16 to approve recommended quote
H&S work on veteran oak on Fens Other tree work as necessary	June 2016 2016/17		£950  (1613 £3k)		ongoing
Additional security on Fens	2016/17				Investigate concrete bollards/bars On hold
Table Tennis Table on PF	2017/2018	£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 Sports Contribution of Hopkins Homes Station Road development S106 (available on 50% completion)

Pageant Field Traditional Roundabout on PF	2018/19	£3,500			Funding or budget needed
Churchyard Drive resurfacing	2016/17	£7,485	1610 (£6k)	June 2016	Contribution from SCN – £2k No contribution from SCC Quote recommended for approval at Full Council 6/10/16
Town Clock repairs and maintenance	2016/17	£900	1610	May 2016	Updated quote received work underway Oct 2016
Cemetery Summer cut	Annual budgeted cost (August )	£1000	1617	Annual	
Pageant Field grass/hedge cutting, CCTV maintenance, H&S Inspections, Skate Park maintenance	Annual budgeted cost 2016/17	£4,810	1502 1505 1506 1512	Annual	
Fens general maintenance (excluding tree work)	Annual budgeted cost 2016/17	£700	1620	Annual	

Updated 3/10/16 SB

### FRAMLINGHAM TOWN COUNCIL

#### PLANNING COMMITTEE ACTION PLAN 2016/2017

Item		Timing	Total cost	2016/2017 Budget	Review	Action
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<ul style="list-style-type: none"> <li>Implementation of Housing Strategy</li> </ul>	FRAM 2	Ongoing				Considered in consideration of planning applications
<ul style="list-style-type: none"> <li>Follow up with land owners/agents and clarify future intention with regard to housing: <ul style="list-style-type: none"> <li>➤ The Green Shed</li> <li>➤ Old Gas Works - EC</li> <li>➤ Station Terrace allotments</li> <li>➤ Victoria Mill Road</li> <li>➤ Land opposite Thomas Mills High School - JJ</li> </ul> </li> </ul>	FRAM 20,22,24,26,27,29	Monthly				Monthly review of progress on these sites
<ul style="list-style-type: none"> <li>Obtain up-to-date picture of affordable housing need for Framlingham via housing need register.</li> </ul>	FRAM 3	£80 September				Discussed September, 2015 SCDC Register circulated, Town Clerk obtained update from Hilary Hanslip, Agenda item November
<ul style="list-style-type: none"> <li>Gather local information to determine housing demand vs needs – analyse by type (startup, social, private) and by size (1, 2, 3 bed etc)</li> </ul>	FRAM 3	Discuss how/when October				Agenda item October
<ul style="list-style-type: none"> <li>Familiarise the Planning Committee and Full Council with design standards (“building for Life 12”).</li> </ul>	FRAM 4	JJ May				Circulated to all Councillors 2/6/16
		November				Circulated to all

<ul style="list-style-type: none"> <li>Examine opportunities for implementation of policies re. low energy design and renewables technology.</li> </ul>	FRAM 5					Councillors 2/6/16
<ul style="list-style-type: none"> <li>Familiarise Planning Committee with regard to policy – green spaces and important views.</li> </ul>	FRAM 6 FRAM 7	June				Agenda item June
<ul style="list-style-type: none"> <li>Follow up and maintain regular contact with land owners/agents allocating land for employment and monitor and communicate progress.</li> </ul>	FRAM 13 FRAM21 FRAM28	June				Agenda item June
<ul style="list-style-type: none"> <li>Work with PR &amp; Markets Committee on Town Centre Plan/Infrastructure.</li> </ul>	FRAM 19	PR&Markets Committee				Liaise with PR&Markets Committee
<ul style="list-style-type: none"> <li>Familiarise Committee with resident parking standards and implement accordingly.</li> </ul>	FRAM 18	July				Circulated and discussed July and Sept, to be included in checklist to be prepared after training.

Updated 12/10/16 SG

### FRAMLINGHAM TOWN COUNCIL

#### PUBLIC RELATIONS AND MARKETS ACTION PLAN 2016/2017

Item	Timing	Total Cost	2016/17 Budget	Review	Action
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<b>Neighbourhood Plan actions:</b>	2016/7				
Create a Communication Plan and Community Engagement Strategy (Non-policy)	2016/7				Strategy to be developed – Town Council
Set up improved information systems database for public communication purposes (Non-policy)	2016/7				Needs definition New Website Contract renewal April 2017 – looking to enhance facility Building database of contacts in town - ongoing
Meet your Councillors event (BAU)	2016/7				Annual Parish Meeting
Meet your Councillors to promote Action Plan/public feedback	9 <sup>th</sup> July 16 29 <sup>th</sup> Oct 16			Sept 2016	Event using trailer on Saturday Market(GK) – 9/7 Delivered
Explore use of Twitter	2016			Sept 2016	(LC)
Electronic voting form for FTC Plan	2016			Sept 2016	(GK) Planning options document circulated to residents using Community News – delivered. Electronic surveying included in new draft website contract
Promote FTC through clubs/associations				Sept 2016	Newsletter to be circulated.
Web site (BAU)	2016/7		£7000	Monthly	New Website Contract renewal April 2017
Create a forward plan for assisting in the development & expansion of tourism facilities (Fram 14)	2016/7				Strategy to be developed – Partnership Joint FTC/FBA initiative to promote Christmas shopping/ Markets/visitors to town in December 2016
Establish a tourist information desk (Non-policy)					
Town guide/leaflets (BAU)	2016/7		£750		Calendar publication agreed New Town Trail leaflet under

					consideration
Promoting markets ( <b>BAU</b> )	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 – ( <b>BAU</b> )	Nov 2016	£7000	£7000	Monthly	Booked
Queen’s 90 <sup>th</sup> Party					Support to FBA event - Delivered with FBA
New signage for the town ( <b>BAU</b> )			£750		Code 2017
Action	Timing	Total Cost	2016/7 Budget	Review	Comments
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 19)					Plan to be developed – Town Council lead/Partnership Planting flower borders - delivered
Develop an ‘umbrella’ organisation for the volunteer sector and develop a ‘collaborative’ Action Plan (Non-policy)					Partnership
<b>Town maintenance</b>	2016/7		£7300		Market Hill electricity supply system under review – additional budget will be required  Code 1647 (cleaning) Code 1901/2 (Lights) Code 1906 (Street furniture) Code 1908 (Mkt Hill resurfacing)

Updated Sept 2016 GK

