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**FRAMLINGHAM TOWN COUNCIL**

**Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,  
Fairfield Road, Framlingham on Thursday 1<sup>st</sup> December 2016 at 7.30pm**

**The Chairman advised that the meeting was being recorded.**

**1. APOLOGIES:**

Apologies were received and accepted from Cllr S Hopkins and CCllr Burroughes

**PRESENT:**

Cllrs: Mr J Ashley-Smith, Mrs L Barrett, Ms S Bennell, Mrs L Clouting, Mr S Garrett, Mrs E Jones, Mr J Jones, Mr G Kitching, Mr B Roberts and Mr J Tanner (Chairman)

**IN ATTENDANCE:**

Mrs Eileen A Coe (Town Clerk/RFO), Mrs Amanda Scott (Office Assistant), 6 members of the public and one member of the Press.

**2. MINUTES OF PREVIOUS MEETING:**

2111216 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr J Jones, with all in favour.

The Chairman then signed the minutes.

**3. DISPENSATIONS:**

The Town Clerk advised that a written dispensation request had been received from Cllr J Jones. Cllr J Jones left the room at this point.

The dispensation request was read and considered.

3111216 Cllr Tanner proposed to agree a partial dispensation to allow Cllr J Jones to speak but not vote on Planning Application DC/16/4370/OUT under S33 Localism Act 2011 for reason (C), which was seconded by Cllr Garrett, with all in favour.

Cllr J Jones returned to the room.

**4. DECLARATIONS OF INTEREST:**

Cllr Tanner declared a pecuniary interest in item 12. Planning Application DC/16/4370/OUT

Cllr J Jones declared an interest in item 12. Planning application DC/16/4370/OUT

**5. ADJOURNMENT:**

5111216 The Chairman proposed an adjournment for the following items which was approved.

**6.1 Police Matters:**

The Police Report for 1 – 30 September 2016 was circulated and a copy attached to the file copy of these minutes. There were 9 reported crimes compared with 9 for the same period in 2015.

Cllr Kitching requested an update from the Police relating to the criminal damage to two shops in Framlingham over the previous weekend. The Town Clerk confirmed she had already requested an update from the Police on this matter. Cllr Kitching requested that this should be an agenda item for the next meeting.

**6.2 Report by County Councillor:**

A report was received from CCllr Burroughes which was circulated and a copy attached to the file copy of these minutes.

**6.3 Report by District Councillors:**

No report received.


Cllr Tanner requested that the Town Clerk contact our two District Councillors to request a report for each Full Council meeting if they are not able to attend.

**6.4 Report from Framlingham Business Association rep:**

Cllr Kitching reported that he had attended the last FBA meeting and would give a full report to the next PR & Markets meeting. A copy of the FBA Minutes had been circulated.

**6.5 Report from Suffolk Association of Local Councils rep:**

Cllr Garrett reported that the next meeting was due on Monday 12<sup>th</sup> December but unfortunately he was not able to attend. The Town Clerk would circulate an agenda when received to see if another Councillor was available to attend.



### **6.6 Report from Friends of Framlingham Library Group rep:**

Cllr Bennell reported that the decorating of the kitchen/WC area has now been completed, funded by Framlingham Town Council and the Library Friends.

Fresh Aspirations members were given a behind-the-scenes tour of the Library and gained more insight into how the library service runs and the wide variety of its activities.

The Crime Reduction Officer from Suffolk & Norfolk Police and one of the PCSOs spent a day in the Library chatting to residents and giving out useful advice and information. A most successful day which it was planned to repeat on a regular basis – the next one would be on Monday 12<sup>th</sup> December. On Tuesday 13<sup>th</sup> December the Suffolk Road Safety Team would be in attendance with a driving simulator. On Christmas Eve, the Library would be open to pop in for a mince pie and glass of mulled fruit punch.

### **6.7 Report from Greener Fram/Community Garden rep:**

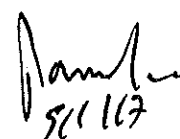
Cllr Bennell reported that the last Swap & Mend morning in November was, as usual, extremely busy. These events really seem to have caught people's imagination. The next one is on Saturday 14<sup>th</sup> January.

### **6.8 Public Comment:**

- One person commented on planning application DC/16/4355/FUL Mr Hinton – Os 4700 Saxtead Road, that the Neighbourhood Plan had stated that additional parking for the school would be required at this site. He had been in contact with the Head teacher at Thomas Mills High School who confirmed he had no discussion with the Landowner as to how this would function. Terms and conditions of the parking should be provided to the School. He also commented that the Town Council should study planning application DC/16/4370/OUT B.N.R.O and P.A Hinton – Newnham Business Park, Saxtead Road, in some detail as this did not meet the Neighbourhood Plan requirements.
- One person commented that it was disappointing that neither of the District Councillors attended the full council meetings and no reports were received.
- One person commented their concern that the Rural Crime Officer was now a civilian post and not a Police role anymore. It was inevitable that more crime would be seen in Framlingham due to the lack of a Police presence, as evidenced with Friday's shop windows being smashed in the town. Should there be a CCTV review to see whether this is needed as the Police coverage was not sufficient? If crime was captured on CCTV, prosecutions could be successful and culprits could be banned from the town. He volunteered to help with this project.
- One person commented that although Framlingham had lost brown field sites for housing, small industry was needed in the town to employ residents. This should be taken into consideration when considering planning application DC/16/4370/OUT B.N.R.O and P.A Hinton – Newnham Business Park, Saxtead Road.
- One person identified himself as Peter Wells, the architect planning application DC/16/4355/FUL (Mr Hinton – Os 4700 Saxtead Road) and would be happy to answer any questions regarding the plans.
- One person identified himself as Phil Summers, the Land Agent on the planning applications DC/16/4370/OUT B.N.R.O and P.A Hinton – Newnham Business Park, Saxtead Road and DC/16/4355/FUL Mr Hinton – Os 4700 Saxtead Road. He also would be happy to answer any questions regarding their plans. He felt that the Newnham Business Park application complied with the Neighbourhood Plan and Town Council requirements. They had requested B1, B2 and B8 businesses for the site as they could not predict what type of businesses would come forward and these should be judged on their own merits. They were looking at a Suffolk Coastal Local Development Order to set those criteria rather than going through a full application process.

### **7. RECONVENE:**

7111216 The Chairman proposed to reconvene the meeting, which was approved.



## **8. CORRESPONDENCE:**

There were no items to be considered at this meeting.

## **9. NEIGHBOURHOOD PLAN UPDATE:**

Cllr J Jones reported that the Report from Mr Matheson, the Independent Examiner, had been received on 10<sup>th</sup> November, which concluded that the Framlingham Neighbourhood Plan meets all the necessary legal requirements and should, subject to a series of recommended modifications set out in his report, proceed to referendum.

The Neighbourhood Plan Steering Committee (NPSC) have, along with Suffolk Coastal District Council (SCDC) and our Planning Consultants – Navigus Planning, reviewed all of the recommendations put forward by the examiner and with two relatively small exceptions, have agreed to modify the Neighbourhood Plan in line with his report.

Today (1<sup>st</sup> December) the NPSC met with SCDC to agree how to approach the next step and agree who was doing what in preparing for the “referendum version” to go to print and what actions need to take place to meet the target referendum date of early February.

Currently, the NPSC are awaiting advice and sign off of the modifications report by SCDC cabinet member, Tony Fryatt, before a definite date for the referendum was announced.

Cllr J Jones would continue to keep the Town Council up-to-date with progress.

## **10. TRAINING/CONFERENCES/EVENTS:**

**10111216** Cllr Tanner proposed to approve the attendance at the LCPAS – Health & Safety for Town & Parish Councils at Hacheston Village Hall, on Wednesday 21<sup>st</sup> December 10am – 12.30pm for Cllr S Bennell and the Town Clerk at £25 each plus mileage, which was seconded by Cllr Garrett, with all in favour.

## **Committee Recommendations and Business:**

## **11. FINANCE:**

A copy of the list of current invoices was provided to each councillor. Current invoices put forward at the meeting had been checked and verified by the relevant committee chairman and were made available in the Payments Folder prior to the meeting.

**11111216** Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Kitching, with all in favour. A copy of the approved invoices would be included in the minutes.

Cheque no BACS/Direct Debit/ Credit Card	Ref	Payee	Description	Net amount	VAT	Total
DD	111216	Suffolk Coastal District Council	Rates	26.00		26.00
DD	211216	Mr J Fairweather	Rent for 10 Riverside – November	937.50		937.50
DD	311216	E-On	Electricity supply to Cemetery	7.26	0.36	7.62
DD	411216	E-On	Gas and electricity supply to 10 Riverside	53.04	2.65	55.69
DD	511216	E-On	Electricity supply to Pageant Field	13.42	0.67	14.09
I03318	611216	Bernard Rose	Donation (Scouts) for attendance at Firework event (agreed PR&Markets Committee)	180.00		180.00
BACS	711216	Realise Futures	Plaque for memorial rose bed in Cemetery	27.00	5.40	32.40
BACS	811216	Haward Horological	Work to town clock as per quotation (agreed Lands	900.00		900.00

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			Committee )			
BACS	911216	Premier Toilet Hire	Toilet hire for Firework event	240.00		240.00
BACS	1011216	Suffolk Coast Business	Event Management Training – Clr Clouting and the Town Clerk	40.00		40.00
BACS	1111216	DC Patrick Newsagent	EADT	29.00		29.00
DD	1211216	HSBC	CREDIT CARD PAYMENTS: 15/10/16 Garnetts Gardens – plants - £16.44 19/10/16 Garnetts Gardens – plants- £68.20 22/10/16 Garnetts Gardens – plants - £6.98 4/1/16 Co-op – Mulled Wine - £544.44 8/11/16 Co-op – return of Mulled wine -£181.48Cr	454.58		454.58
BACS	1311216	K N Coe	Grounds and Property Contract December (paid 28/12) 5 weeks	1900.00		1900.00
BACS	1411216	Mr D Smith	Market Supervisor for November	145.00		145.00
BACS	1511216	Heather Harvey	Cleaning contract November	52.00		52.00
DD	1611216	O2	Mobile phone contract	8.34	1.66	10.00
BACS	1711216	Mrs J Parlone	Contracted hours for November	424.01		424.01
BACS	1811216	Mrs A Scott	Contracted hours for November	580.48		580.48
BACS	1911216	Mrs E Coe	Contracted hours for December (paid 28/12)	1947.31		1947.31
BACS	2011216	HMRC	NI and PAYE for November	888.80		888.80
BACS	2211216	Suffolk County Council Pension Account	Pension contributions for December (paid 28/12) Employer £648.64 Employee: £174.22	822.86		822.86
BACS	2311216	J M Spall	Website Management November	561.95		561.95
BACS	2411216	St John Ambulance	Hire of Hall October	30.00		30.00
BACS	2511216	Mrs E Coe	Mileage claim (Aug – Nov)	68.40		68.40
BACS	2611216	Orwell Mencap	Bench for Cemetery (donation received)	598.34	119.86	718.20
BACS	2711216	Copy IT DS	Photocopier charges	48.23	9.64	57.87
DD	2811216	Suffolk Coastal Norse	Grass cutting on Pageant Field for 2016 season as per quotation	1627.50	325.50	1953.00

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BACS	2911216	<b>Leiston Press</b>	Re-printing Town Trail leaflets	357.00		<b>357.00</b>
BACS	3011216	<b>LCPAS</b>	H&S training Course for Cllr Bennell and Town Clerk	50.00		<b>50.00</b>
BACS	3111216	<b>SLCC</b>	Annual Subscription	225.00		<b>225.00</b>
BACS	3211216	<b>ALCC</b>	Annual Subscription	10.00		<b>10.00</b>
BACS	3311216	<b>Framlingham Conservative Club</b>	Room Hire for Planning Training	30.00		<b>30.00</b>
BACS	3411216	<b>Earl Soham Brewery</b>	Beer for Firework event	111.20		<b>111.20</b>
BACS	3511216	<b>Framlingham Rotary Club</b>	Stewarding for Firework Event	180.00		<b>180.00</b>
BACS	3611216	<b>Suffolk Association of Local Councils</b>	Action of Business Plans Course for Cllr Tanner and Town Clerk	50.00	10.00	<b>60.00</b>
			<b>Total Payments</b>			

**11211216** Cllr J Jones confirmed the BACS payments approved at the November meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

**11311216** The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by the Chairman and the details noted.

## **12. PLANNING COMMITTEE:**

### **The following planning decisions were noted:**

DC/16/4023/FUL Mr I Abbott – 2 Rookery Farm Cottages – Planning Permission

DC/16/2345/FUL The Mills Charity – Police Station, Badingham Road – Planning Permission

DC/16/4264/FUL Fiona Edwards – Moon Gate, Station Road – Planning Permission

### **The following planning applications were considered:**

**DC/16/4355/FUL Mr Hinton – Os 4700 Saxtead Road** – Construction of 24 dwellings and associated access roads and drainage.

**12111216** Cllr Tanner proposed to adjourn the meeting to allow the Town Councillors to ask questions of the Land Agent to assist with making their decision, which was seconded by Cllr Garrett, with all in favour.

**12211216** Cllr Tanner proposed to reconvene the meeting, which was seconded by Cllr Garrett, with all in favour.

There followed some discussion.

**12311216** The Town Council supported the application in principle subject to the following details which need to be resolved:

- The housing mix should be altered to conform to the Neighbourhood Plan policy FRAM3
- The developers should confirm that the buildings will conform to Building for Life 12, as required by Policy FRAM4 of the Neighbourhood Plan.
- Suffolk County Council highways should assess the traffic projections in view of the cumulative additional traffic generated by this application and by DC/16/4370/OUT, and carry out a traffic survey to ensure these developments are sustainable.

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Cllr Tanner declared a pecuniary interest in the next item and left the room.

**DC/16/4370/OUT B.N.R.O and P.A Hinton – Newnham Business Park, Saxtead Road** - an outline planning application for the creation of an employment area for office, studio, workshop, light industrial and storage units comprising B1, B2 B8 classes with all matters reserved excepting its construction of a new highway access, service road, landscaping and construction of cycle links and the installation of drainage and service (refer to Design and Access Statement).

Cllr Jones provided his observations and comments in reference to the above and explained how the application compared to the planning policies contained within the Framlingham Neighbourhood Plan. Cllr J Jones then left the meeting according to the agreed partial dispensation.

**12411216** Cllr Bennell proposed to adjourn the meeting to allow the Land Agent to speak. The Land Agent provided details regarding renewable energy services that SCDC had recommended he include. He explained their reasoning for applying for B1, B2 and B8 use, and why they had gone beyond the boundary agreed in the Neighbourhood Plan.

**12511216** Cllr Bennell proposed reconvene meeting which was seconded by Cllr Garrett with all in favour.

**12611216** The Town Council supported the development in principle but do not support the application for the following reasons:

The development should be for use B1 only, not B2 and B8 use, as B2 and B8 use do not accord with the Neighbourhood Plan description of the development of this site.

The development exceeds the location specified in the Neighbourhood Plan, and goes beyond the Framlingham development boundary.

Cllr Tanner and Cllr J Jones returned to the room.

**DC/16/4157/LBC Dr G Ross – 77 Fore Street** – replace front door wood surrounds with a copy of the front door wood surrounds made of same material (Douglas Fir).

Cllr Roberts noted that he felt that as this was like for like, planning permission should not be required.

**127311216** The Town Council supported the application.

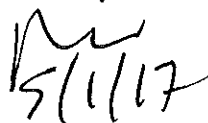
### **13. PUBLIC RELATIONS AND MARKETS COMMITTEE:**

**13111216** Cllr Kitching proposed to approve the committee's recommendation to accept the new website specification and contract along with costs for advertising of £450 + VAT in the EADT, which was seconded by Cllr Garrett, with all in favour. Cllr Kitching thanked Cllr Garrett particularly, and all other input given.

### **14. LANDS COMMITTEE:**

**14111216** Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from Elite Tree Service of £1725 for pollarding side and top growth of 6 x Limes Trees in Churchyard along Church Street, plus crown lift and clean of 4 x Lime trees at the rear of the Churchyard, plus the cost of the additional work which was required on vegetation encroaching onto the highway along by the Church wall, which was seconded by Cllr Kitching, with all in favour. The work would be carried out in January.

**14211216** Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from Sean Crick of £2,000 to refurbish the Pageant Field Gates and railings using Budget Code 1510, which was seconded by Cllr Ashley-Smith, with all in favour.

  
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**15. RIGHTS OF WAY, HIGHWAYS AND LIGHTING COMMITTEE:**

No business.

**16. INFRASTRUCTURE PLAN COMMITTEE:**

No business.

**17. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA ONLY:**

- Cllr Roberts requested that all new Councillors were provided with a copy of the Build for Life 12 information.

**18. Date of next Council meeting:**

The next Town Council meeting would be held on **Thursday 5<sup>th</sup> January 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 9.05 pm.

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