

FRAMLINGHAM TOWN COUNCIL

Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 5th July 2018 at 7.30pm

The Chairman advised that the meeting was being recorded.

1. APOLOGIES:

Apologies were received and accepted from Cllr Eastwood and Cllr Beal.

PRESENT:

Cllrs Ms Bennell, Mrs Clouting, Mr Collins, Mr Garrett, Mr Hopkins, Mr Jones, Mr Kitching (Chairman), Mr Roberts and Mr Simpson.

IN ATTENDANCE:

Mrs Eileen A Coe (Town Clerk/RFO), Mr James Overbury (Deputy Town Clerk), CCllr Burroughes, DCllr Hudson, and five members of the public.

2. MINUTES OF PREVIOUS MEETING:

215718 Cllr Kitching proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Collins and with one abstention due to absence, all were in favour.

The Chairman then signed the minutes.

3. DISPENSATIONS

None received.

4. DECLARATIONS OF INTEREST:

Cllr Bennell declared an interest in the Payments and signed the Interest Book.

Cllr Simpson declared an interest in the Payments and signed the Interest Book.

5. ADJOURNMENT:

515718 The Chairman proposed an adjournment for the following items which was approved.

5.1 Police Matters:

No Report.

5.2 Report by County Councillor:

CCllr Burroughes referred to his report which had been circulated prior to the meeting and added that the new Chair of the SCC Highways Committee, Cllr Mary Evans, had ordered a review of how SCC Highways operated and communicated with the public. He said that this would be on the SCC website. Cllr Burroughes told the meeting he had been appointed to the Health Scrutiny Committee which he was looking forward to.

5.3 Report by District Councillors:

DCllr Hudson reported that the big news is that SCDC and WDC would merge to form 'East Suffolk District Council'. He is delighted that CCllr Burroughes would be the Shadow Chairman for the new ESDC whilst the formal merger process is completed. The Shadow Council met at High Lodge which is half way between the two Councils.

The new Council would have 55 Councillors from May 2019 and Framlingham would have 2 Councillors. Cllr Hudson noted that ESDC would be the largest District Council in England and most of the wards would be twice the size they are today.

Concurrent with these changes the Boundary Commission are conducting an Electoral Review which should be completed by 27th August – this would also be on the Website.

Cllr Hudson reported that, despite writing twice, he had no further updates on the electrical recycling services – as suggested by Cllr Hopkins - but he would continue to try.

5.4 Report from Friends of Framlingham Library Group:

Cllr Bennell reported that the Friends would be supporting the summer reading challenge before more activity which would resume in the autumn.

5.5 Report from Greener Fram/Community Garden:

Cllr Bennell reported that the next Swap and Mend would be on Saturday 14th July. Working parties had resumed at the Community Garden on the 3rd Sunday of every month. A core group had been formed for the Men's Shed and fact-finding visits would be paid to projects in Halesworth and Felixstowe.

5.6 Public Comment:

The representative from the Hour Community reported that their 'Power to Change' bid for the former Foyer in College Road had been rejected. He would seek feedback as to why. The representative reported on the success of the other activities the Hour Community operate in the town such as the Trishaws, Transport and the Worry Tree Café. They would have a Charity Pitch on the next Saturday Market. Cllr Jones asked the representative for details of the funding required for the Foyer Project and the representative outlined the costs and funding shortfall.

6. RECONVENE:

615718 The Chairman proposed to reconvene the meeting, which was approved.

7. CORRESPONDANCE:

4/6 Suffolk Coastal District Council:

Quality of Place Awards 2018:

Cllr Kitching outlined the details of the letter and asked the Members if there were any nominations for the Quality of Place awards. Cllr Roberts proposed the Hopkins Homes Development on Station Road, and The Town Clerk nominated the New Alms Houses in Brook Lane.

This was put to a vote and the Hopkins Homes Site received 4 votes in favour and 5 against

The Alms Houses received 8 votes in favour and 1 abstention.

715718 As a result, it was agreed to nominate the New Alms houses for the Quality of Place Awards.

8 TRAINING/CONFERENCES/EVENTS:

None.

Committee Recommendations and Business:

9. INFRASTRUCTURE PLAN COMMITTEE:

The designation of the St Michael's Rooms Working Group as a formal Town Council Working Group was noted.

The revised Town Council Working Groups Terms of Reference was deferred to the next meeting.

Update and Funding requirements.

Cllr Kitching reported that the St Michael's Rooms Working Group (SMRWG) had met twice and had prepared a draft project plan. The CIL bid had been submitted. Cllr Kitching outlined three critical areas which are a priority:

Design Options – currently looking at 2 designs – a modular build and an architect created build.

Establishing the Business Case – this was ongoing

Creating the Heads of Terms for the Lease:

Cllr Kitching reminded the meeting that the PCC would own the land and the Town Council would lease this from the PCC but would own the building stood on it.

Cllr Kitching told the meeting that it was planned to have the business plan, the preferred design and the draft lease ready for the Full Council Meeting on 4th October. The result of the CIL bid was expected Mid October. Cllr Kitching asked the meeting to consider the need to 'Pump Prime' the project as there were immediate costs which would need to be met such as:

Legal Fees, Surveys – architectural, wildlife etc and valuation of the land

Cllr Kitching reminded the meeting that at the April 2018 meeting the Town Council had agreed to spend up to £10,000 on the Community Centre Project. There was £8,750 left in that budget which was no longer needed for the abandoned Community Centre Project. He asked the Town Council to agree to allocate that balance of funds to the St Michaels' Rooms project for the immediate anticipated costs. Cllr Jones pointed out that there are limitations on what FTC (or any council) can pay to Churches, and that we may not be able to pay the PCC for their expenses. It was agreed that, before any decision was made on that particular spend, that the Working Group and PCC find a solution.

915718 Cllr Kitching proposed that the Town Council allocate the remaining budget of £8,750 from the Community Centre Project to the St Michael's Room's Project which was seconded by Cllr Hopkins with all in favour.

Cllr Kitching concluded this business by informing the meeting that there would be a public consultation period before the Town Council made its final, formal decision on the St Michael's Rooms project.

925718 Cllr Kitching proposed to approve the committee's recommendation to disband the IPC and redirect the Parking Strategy and Pavements and Cycle Paths Working Groups to the Rights of Way, Highways and Lighting Committee and St Michael's Rooms Working Group along with Strategic Planning and Finance to the Finance Committee, which would be re-named Finance and Strategic Planning Committee, which was seconded by Cllr Hopkins with all in favour.

Strategic planning process:

Cllr Kitching outlined the background to the proposed formal annual strategic planning process. He reminded the meeting that this came from a paper he prepared called 'What's Next' and proposed a formal strategic planning process to be conducted every Autumn. This would inform the budget for the following year and look at CIL bids.

The process would be public and would be informed by consultation with the public. Its aim was to take a long view of strategic planning and would set a top-level budget and CIL requirement. More surveys would be undertaken and these would assist in keeping the Neighbourhood Plan up to date. He added that it was important to reach out to as many groups in the town as possible during the consultation period. Cllr Bennell asked where the Annual Parish Meeting fitted within with this process. Cllr Kitching replied that it would strengthen the APM by preparing the priorities which have been identified and the APM would act as a platform to inform and outline the plans. He added that he hoped that the APM would be a meeting where groups of people in the town would have a place to showcase their work. There could be a wider survey, carried out door to door, and it was recognised it was important to try and reach the 'silent majority' of people in the town.

935718 Cllr Kitching proposed introducing a formal annual strategic planning process aligned with the fiscal cycle; starting with an annual strategic planning meeting, held in public, in the Autumn to identify short and long-term priorities and align planned spending/bids for funds to these priorities which was seconded by Cllr Jones with all in favour.

945718 Cllr Kitching proposed that the Town Council carry out a public consultation each year to inform the strategic planning process, following which the Town Council would directly deliver the priorities or would support other bodies in their delivery which was seconded by Cllr Simpson with all in favour. A copy of the document called 'What's Next' from the Chairman Cllr G Kitching, was attached to the file copy of these minutes.

The committee's recommendation to support an application by HOUR Community to SCDC for the S106 (affordable housing) funding from the Bennetts development, was discussed in detail following the news that the Hour Community's recent funding application to 'Power to Change' had failed.

955718 Cllr Hopkins proposed an amended recommendation that the Town Council support an application by Hour Community to SCDC for the S106 (affordable housing) funding from the Bennetts development should Hour Community be able to secure the balance of funds needed, which was seconded by Cllr Simpson with all in favour.

10. PLANNING COMMITTEE:

DC/18/2048/LBC Mrs J Margossian – 25 Fore Street – Minor works to first floor to include new internal partitioning.

1015718 The Town Council **SUPPORTED** the application

Cllr Simpson noted that he had observed the demolition of the Old Coach House at the Old White Horse, and it had struck him how quickly the developers had done this so soon after SCDC Planning had given them permission to do so. He felt aggrieved that the Town Council's strong objection to this demolition had been ignored and requested that his comments be recorded in the minutes.

Referral of Planning Applications received prior to the meeting:

None.

11. PUBLIC RELATIONS AND MARKETS COMMITTEE:

No business.

12 RIGHTS OF WAY, HIGHWAYS AND LIGHTING COMMITTEE:

No meeting held in June as inquorate.

13. FINANCE:

1315718 Cllr Jones confirmed the BACS payments approved at the June meeting had been paid as agreed, and the bank print out verified and signed by two Councillors, which was noted.

1325718 The details of balances of all bank accounts were noted.

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.

1335718 Cllr Jones proposed to approve the payment of current invoices, which was seconded by Cllr Garrett and with two abstentions due to interest all were in favour. A copy of the approved invoices would be appended to the file copy of the minutes.

Increasing the Town Council membership and response from SCDC regarding the need for a Community Governance Review, prior to 2023.

The Town Clerk reported that the Town Council had been advised that to effect changes in the number of Councillors serving Framlingham that a 'Community Governance Review' had to be undertaken.

However, due to the merger of SCDC and WDC and the Boundary Commission Review she had been advised by SCDC that this was unlikely to happen until 2023. The Town Clerk added that people could be co-opted for specific purposes and that sub groups or working groups could be set up – both these devices were ways of getting more people to help the work of the Town Council.

14: LANDS COMMITTEE:

1415718 Cllr Bennell proposed to approve the Committee's recommendation to accept the quotation from Wernick Group Ltd for a temporary toilet facility on the Pageant Field for 8 weeks (July – September) at a cost of £1,138 plus cleaning every day by Suffolk Coastal Norse at a cost of £1,067.52 from Budget 1510 (£2,225) which was seconded by Cllr Simpson with all in favour.

Cllr Hopkins noted that the temporary facility would test the need for a permanent facility.

1425718 Cllr Jones proposed an amended proposal omitting the words 'with a view to a CIL bid in 2019' to approve the Committee's recommendation to investigate costs and options to provide a permanent storage and toilet facility on the Pageant Field, which was seconded by Cllr Simpson with all in favour.

1435718 Cllr Bennell proposed to approve the Committee's recommendation to accept the quotation of £900 (same cost since 2011) for the Cemetery Summer cut and rake of the wildflower areas, which was seconded by Cllr Clouting with all in favour.

1445718 Cllr Kitching proposed to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the business to be transacted. Which was unanimously agreed.

The public and the Town Clerk left the room.

Cllr Bennell explained that the current contract, which expires on 31st October had been updated to reflect the work currently undertaken and to add new tasks. Therefore, two tenders had been prepared – one for 20 hours of skilled work, and another for 8 hours of less skilled work.

1455718 Cllr Bennell proposed to approve the Grounds and Property and Handy Person Contracts from 1st November 2018, which was seconded by Cllr Hopkins with all in favour

Cllr Bennell proposed to approve the timescale and cost for an advert in EADT/Ipswich Star/Coastal Scene/Jobs 24 at £460.00 +vat which was seconded by Cllr Roberts, with all in favour.

Members of the public and Town Clerk returned to the meeting.

15 MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA:

None

16: DATE OF NEXT MEETING:

The next Town Council meeting will be held on **Thursday 2nd August 2018 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 8:55pm