

## **Minutes of Framlingham Town Council Strategic Planning Committee**

**held via Zoom on Wednesday 14<sup>th</sup> April 2021 at 7.00pm**

All documents relevant for this meeting have been circulated to Councillors (Cllr) in advance

### **1. APOLOGIES:**

Apologies were received and accepted from Cllr G Kitching

### **2 . Present:**

Cllrs C Eastwood, S Garrett, M Hine, J Jones (Chair) and, P Wraight.

### **3. In attendance:**

Eileen Coe (Town Clerk/RFO) and one member of the public (HOUR Community/Mills Charity representative)

### **4. Declarations of interest:**

None

### **5. Minutes of the Previous Meeting:**

**5114421 Cllr Jones proposed** that the minutes of the previous meeting held on 10<sup>th</sup> February 2021 be approved as an accurate record, which was seconded by Cllr Hine with all in favour.

**5214421 The Chair proposed** an adjournment for the next item, which was agreed.

### **6. Public Comment:**

Reference was made to the PRM Committee meeting held on 13<sup>th</sup> April and the issues in the town relating to drugs and anti-social behaviour. It was noted that Barham near Ipswich had employed the service of DK9 Security and it was suggested that it may be worth contacting the company to discuss the options available.

**6114421 The Chair proposed** to reconvene the meeting, which was agreed.

### **7. Applications for Local CIL Funding:**

None.

### **8. Projects identified for Local CIL funding by Town Council Committees:**

#### **8.1 RofWHL- Project to upgrade the Town Council owned street lighting units to LED:**

**Cllr Eastwood outlined** the project and noted that a copy of the business case had been circulated prior to the meeting. He noted that no financial provision had been made over the years for replacing the whole stock of street lights. The Town Council owns 82 street lights in addition to the street lights owned by SCC and these are all serviced and maintained under a contract with Suffolk County Council.

In February 2021 SCC advised that it is no longer able to source MBFU (mercury discharge) lamps. Should any fail, they would need to be replaced with LED lanterns.

At the same time low pressure sodium lamps are also being phased out. SCC anticipate that repair times will grow longer and eventually they will be unable to carry out repairs to these units. The bulk of Framlingham's lighting stock is low pressure sodium.

Most of Framlingham's street lights were installed between 40 and 25 years ago. Many have been modified since installation by conversion to sodium units.

All street lights in Framlingham not owned by the Town Council are owned by SCC who have plans to replace all of these with LED units within 18 months to 2 years.

A standard LED lantern consumes approximately 20 watts per K/Wh against 80-84 watts per K/Wh for traditional units. This represents up to 75% reduction in energy use for LED compared with older lights. The estimated cost of energy for Town Council owned street lights in the year 2020/21 is £2970. So the annual saving to the Town Council could be over £2000 per year.

The LED units as used by SCC have zero upward light glow and reduced backward light spill, thus minimising light pollution.

The estimated capital cost of replacement by SCC:

27 standard lanterns on wooden poles @ £1115	£30105
46 standard lanterns on columns @ £420	£19320
6 heritage lanterns @ £835	<u>£ 5010</u>
Total	£54435 + vat

The price for the 27 standard lanterns on a wooden pole includes pole brackets, control box and UKPN (UK Power Network) connections. Without these extras, the price per unit would be:

lantern only	£420 each + vat
lantern with pole bracket	£535 each + vat

Each pole needs to be checked to see whether a control box and connection is required. It is probable that only 15 poles will need these extras. Savings made here should cover other unexpected costs that might arise.

Timing would have to fit in with SCC but it is believed the cost could be spread over a two year period, but to allow for at least a 5% increase in costs in the second year should that be the preferred option.

**Cllr Hine noted** that she felt that climate issues such as this should be Government funded and suggested investigating other options for funding rather than Local CIL, perhaps a PWBL (Public Works Board Loan) should be considered.

**Cllr Jones reiterated** that ESC had confirmed that Local CIL can be used for this project as it is an infrastructure improvement.

**The Town Clerk/RFO advised** that she felt that it would not be wise to apply for a PWBL as the Town Council holds significant funds in reserves including Local CIL funds and the External Auditor would raise queries on this course of action.

There followed some further discussion.

**8.11140421 Cllr Jones proposed** to recommend approval to Full Council to proceed with the project to upgrade the Town Council owned street lighting with LED at a cost of £54,435 + vat from Budget 2316 Local CIL, which was seconded by Cllr Wraight and with one against, a majority were in favour.

## **8.2 RofWHL- Lighting across path Pigs Meadow – deferred**

### **8.3 Lands – New pathway (Light vehicle use) for the Pageant Field from tarmac (Badingham Road entrance) to foot of steps on Pavilion at a cost of £4,110 + VAT**

**Cllr Eastwood explained** the project to provide a new pathway from the existing tarmac up to the Pavilion, providing a dry walkway especially in the winter when the ground is very wet and to allow light vehicles access to the Pavilion Store in relation to collection and return of equipment for events etc.

It was noted that a solid pathway would not be a suitable option as the ground was too wet and there needed to be some allowance for movement. The path would be dug out and spoil removed from site, edged and terrain membrane laid under class 1 road planings.

Cllr Hine queried if the path would be a suitable surface for wheelchairs, mobility scooters and buggys etc and there followed some discussion.

**8.31140421 Cllr Jones proposed to** agree that there was no objection to the project being funded by Local CIL in principle subject to the Lands Committee confirming the suitability of the surface for wheelchairs, mobility scooters and buggys etc, which was seconded by Cllr Garrett with all in favour.

## **9. Framlingham Infrastructure Investment Plan: (Identifying and prioritising infrastructure)**

**Cllr Jones reported** that updating was in progress and he would be meeting with the Town Clerk/RFO to update the expenditure and the updated document would be provided for the website in due course.

## **10. Strategic Plan – next steps**

**Cllr Jones noted** that the next step would be the implementation of the committee structure and re-naming which had already been agreed at Full Council.

There was some discussion of the agreed re-naming of committees and comments by Cllr Hine were considered relating to the wording. However, this was resolved and the agreed re-naming would remain as formally agreed.

### **10.1 Framlingham Integrated Transport Strategy - Working Group**

**Cllr Eastwood reported** that a survey of the car parks in the town had been completed along with the figures of the use of those car parks during the covid period for a full week and they would be repeating the process post covid in late May.

A letter had been sent to residents in the town centre area to try to ascertain the need for resident parking spaces.

He also noted that he would be communicating with one of the consultants approached relating to the integrated transport scheme.

## 10.2 OARS Working Group – update

**Cllr Jones noted** that the next meeting would be held on 26<sup>th</sup> April at 2pm and items on the agenda included: Staff questionnaire responses and looking at Standing Orders to discuss any issues that can also be discussed with the Town Clerk/RFO and her team.

## 10.3 Action on Climate issues – Cllr Hine

**Cllr Hine reported** that she had drafted a set of actions that the Town Council could do without having to wait for community activity to take place which would show good practice by the Town Council and were just a few steps that would involve a little expenditure and learning, but rather than submit it to this committee she suggested sending it to Cllr Garrett for discussion within the Planning and Environment Committee as an agenda item in June.

**Cllr Jones clarified** that the plan was for an Environmental Advisory Group including community members chaired by a Councillor, reporting to the Planning and Environment Committee.

## 10.4 Increasing the Town Council membership from the next Election in 2023

**The Town Clerk/RFO advised** that this matter had been deferred to the committee from Full Council for consideration of a recommendation and report with evidence of need to increase the Town Council membership from 11 to 13.

She noted that there were no nominations for the By-Election to be held on 6<sup>th</sup> May. The Town Council could not co-opt and a further By-Election would need to be held, which would be organised by the District Council. Nine people had expressed an interest in becoming a Councillor over the last 9 months, of which two had lived in the town for less than 12 months and were not on the Electoral Role so were not eligible as yet. The remainder had not put themselves forward for the By-Election to be held on 6<sup>th</sup> May.

She advised that the District Council had confirmed that By-Elections would be arranged until the vacancies were filled.

She noted her advice would be to defer this item and wait until after the next By-Election to see what the interest is then, and how many people come forward, as increasing the Town Council membership from 11 to 13 at this stage could not be justified.

**Cllr Hine noted** that she had attended a Communications webinar which was very interesting and some of those ideas could be incorporated into creating interest in the role of Councillor and what the Town Council is doing.

**The Town Clerk/RFO reported** that she and Cllr Wraight had also attended the webinar and agreed it would be worth discussing in PRM Committee, but noted that the ideas were not new and had been mooted previously but no action taken and it was action that was needed rather than conversation. It was also down to resources and the immediate action needed for social media platforms such as facebook etc.

**Cllr Wraight agreed** that the basic fundamentals of communication had not changed for years only the new technology aspect of it had moved forward. She had put forward the need for better communication over a year ago and it had not been progressed by the PR&M Committee.

The Town Clerk/RFO would circulate the slides and information from the webinar.

## **11. People & Places -Update**

**Cllr Jones noted** that this was on hold until the issues relating to the Fram Free Wifi project had been resolved and this had been confirmed by ESC.

## **12. Neighbourhood Plan Review – timing**

**Cllr Jones reported** that before formally launching the FNP review there needed to be some pre-review steps such as the FNP Committee and a call for volunteers and as this is a two year project this would require genuine commitment from people in the community. This would need to be discussed with Cllr Hine and the PRM Committee in order to put a proposal to the SP Committee in relation to communication with the public.

ESC had been approached to see how they could support the Town Council in this process. The Senior Planning Officer who has always been very supportive and positive had produced a Service Level Agreement between ESC and the Town Council which has just been received and would be considered, circulated, agreed and signed by the Town Clerk/RFO on behalf of the Town Council in due course. The document explained what role ESC would take and also who would be responsible and what was expected from the Town Council.

### **12.1 Meeting with SCC Education Planning:**

**Cllr Jones reported** that a meeting had been held with the Senior Planning and Growth Officer (Growth, Highways and Infrastructure) at SCC and the points they would be following up are relating to the new Early Years Strategy, Primary school expansion or relocation and ownership of the existing site, and Secondary school expansion and transport issues as well as potential for extra care housing.

### **12.2 Sports Club - update:**

**Cllr Jones reported** that a meeting had been held with Sports Club representatives and he read his notes of the meeting which would be circulated. He noted that the Sports Club would be making a presentation of their plans at the Annual Parish Meeting on 5<sup>th</sup> May.

## **13. Correspondence:**

None.

## **14. Action Plan:**

The draft new format compiled by the Town Clerk/RFO in consultation with Cllr Jones was considered and amendments agreed. The new Action Plan separated the strategic items from the general maintenance and was colour coded for ease of reference. There was a section for each committee which would be circulated with the agenda for the meeting and updated as required as an agenda item at regular intervals following an agreed procedure.

The Town Clerk/RFO would circulate the revised document for updating by committees, following which, it would be put forward for approval by Full Council.

Cllr Jones and the Town Clerk would write up a set of procedures to be followed

## **15. Matters of Report and items for the next agenda:**

None

**16. Date of next meeting:**

**Thursday 27th May 2021 at 7:00pm via Zoom**