

# Framlingham Town Council



## Minutes of a Meeting of Framlingham Town Council held at the Town Council Offices, Church Street at 7pm on Tuesday 19<sup>th</sup> November 2024

### 1. Note Councillors present

Councillors Clive Eastwood (Chair), Tim Cope, Phil Dean, Tony Hammond, Trudie Hammond, Tim Higham, Steve Rose, Alan Wraight and Penny Wraight were present. Apologies were received and accepted from Councillor Knights (holiday).

### 2. Note other attendees

Alan Davidson (Responsible Financial Officer) Lydia Kindred (Deputy Town Clerk) 2 residents

### 3. Consider any changes to the committee structure

None

### 4. Minutes

Cllr. Eastwood proposed accepting the Minutes of 6<sup>th</sup> November as a true record of the meeting. This was seconded by Cllr. Rose and carried with two abstentions. **FCM-2024-11-19/1** Cllr Trudie Hammond asked if the minutes could give more information on the items discussed in the closed session of the meeting. It was noted that whilst motions are recorded, general discussion is not. The DTC will get further advice on recording content from the closed session.

### 5. Declarations of Interest

None

### 6. Public Forum

A representative of Hour Community provided an update on the sale of the Westbury Centre, confirming it had been removed from that day's auction. Thanks were expressed to residents for their support and for contacting St John Ambulance. The bus shelter bench is expected to be installed within two weeks.

Mark Benbow from the Recovery & Resilience Working Group outlined proposals for additional costs from Amazi Consultants and detailed the anticipated benefits for the town.

### 7. Correspondence:

ESC: Confirmation of free car parking at the Fore Street car park on 23<sup>rd</sup> November for the town's Christmas event

East Suffolk Planning Alliance: Newsletter and invitation to their second-anniversary event at the Castle Community Rooms on 24th January 2025.

Environment Agency: Publicity for the Flood Community Drop-In event on Friday 29<sup>th</sup> November

### 8. Procedural matters

Councillors confirmed their agreement to continue receiving meeting summons electronically.

### 9. Finance Committee

9.1 The Finance Report for October was noted.

9.2 Other matters of Report:

The RFO advised that interest rates on the Council's accounts are beginning to decline.

## 10. Planning Committee

**10.1** Application DC/24/3756/LBC was discussed.

*The Old Bakery, 23 - 25 Well Close Square, Framlingham, IP13 9DT*

Cllr. A. Wraight proposed supporting the application. This was seconded by Cllr. Higham and carried unanimously. **FCM-2024-11-19/2**

**10.2.** Discuss application **DC/24/3148/FUL**

Front porch extension, two storey side extension and single storey rear extension

*24 Kings Avenue, Framlingham, IP13 9HD*

Cllr. A. Wraight proposed supporting the application. This was seconded by Cllr. Higham, with the addition of the four usual environmental recommendations, and carried unanimously.

**FCM-2024-11-19/3**

**10.3** An email regarding an imminent change of use planning application for land along Saxmundham Road was noted.

**10.4** Minutes of the Committee meeting held on 17<sup>th</sup> June 2024:

Cllr. A. Wraight proposed accepting these as a true record. This was seconded by Cllr. Higham and carried with one abstention. **FCM-2024-11-19/4**

**10.5** Matters of report

Bellway Homes meeting: They are hoping to submit a planning application for 120 new homes along Woodbridge Road before the end of the year.

Hope Park, Saxtead Road: A meeting will be held on 25<sup>th</sup> November with the developers of land at Saxtead Road to hear their proposals. All Councillors are welcome to attend.

ESPA: The DTC will circulate the introductory information from the East Suffolk Planning Alliance to all Councillors, with membership to be discussed at the December meeting.

## 11. Communication, events and partnership committee

**11.1** Cllr. Tony Hammond ran through draft proposals for a town centre integrated events and support plan, which would aim to help unite various bodies across the town, with the Town Council would be an enabler and facilitator. This project should help to provide enhanced events, benefit residents and raise the town's profile.

**11.2** Update on the destination website and funding options

The Council is eligible for a £3,000 grant towards this. Cllr. Tony Hammond proposed reallocating pledged ESTI grant funding to this project. This was seconded by Cllr. Penny Wraight and carried with one abstention. **FCM-2024-11-19/5**

**11.3** Town Trail

Another meeting with the contractor is being arranged, with the trail expected to be signed off in December.

**11.4** Christmas event

**11.4.1** Cllr. Hammond provided an update from the most recent meeting of the working party and was pleased to confirm that most plans have now been finalised.

**11.4.2** Expenditure for the Christmas event:

Costs incurred for suspending disabled bays around the edge of the Market Hill were discussed. Cllr Higham wished to minute his disappointment that, he felt that the legal position of the Council had been compromised by the CEP committee's decision last year to pay a parking suspension fee to Suffolk County Council when historically the Town Council has not done so.

Cllr. Hammond Proposed spending £100 on sundries for the Christmas event including the licence required to suspend parking on the Market Hill and refreshments, trail prizes et. This was seconded by Cllr. A. Wraight and carried with one abstention and one vote against. **FCM-2024-11-19/6**

#### 11.4.3 Other actions for the Christmas event

It was noted that the volunteer First Aider would be covered by the Town Council's insurance policies provided she has the required First Aid training and completes the volunteer agreement.

#### 11.5 Gov.uk email addresses:

Prices are awaited. The DTC will provide further details on implications and benefits.

#### 11.6 Matters of report

The idea of a Tourist Information Centre in the town was again discussed. This would benefit the town and could be incorporated in the integrated plan introduced at item 11.1.

### 12. Strategy & Development Committee

#### 12.1 Neighbourhood Plan Consultant's Fees

Cllr. P. Wright proposed funding £1,400 from general reserves to cover the balance of the fees for work on the Review to 31<sup>st</sup> March 2025. This was seconded by Cllr. Dean and carried with one abstention. **FCM-2024-11-19/7**

Cllr. Wright will also ask the consultant if some of the Stage 3 costs could be incorporated into the next financial year, at which point more funding can be applied for from Locality.

#### 12.2 Additional Neighbourhood Plan Review costs

The Planning Consultant has estimated additional costs for the project. This will be considered once confirmation of current-year Locality funding is received.

#### 12.3 Consider CIL applications:

**12.3.1** Sir Robert Hitcham's Almshouses Trust for £5,000 as contribution towards purchase of land to the rear of the Almshouses to provide emergency access.

Cllr. P. Wright proposed that the Council supports this application. This was seconded by

Cllr. Higham and carried unanimously. **FCM-2024-11-19/8**

**12.3.2** Application from FAYAP for £4,645.20 CIL funds for recent heating repairs: This was deferred at the applicant's request.

#### 12.4 Professional fees for Amazi:

Cllr. P. Wright proposed pledging £1,050 on fees for the Amazi consultant including responding to SCC's S19 Report and reviewing the Environment Agency's Rarity Report and research and attendance at meetings. This was seconded by Cllr Rose and carried unanimously. **FCM-2024-11-19/9**

#### 12.5 Other matters of report:

Cllr. Eastwood provided an update on the latest position regarding the sale of the Westbury Centre. Following correspondence with Savills and St John's Ambulance, the property has been removed from today's auction. Some Councillors have visited the building and the work group has discussed the purchase. Members of the working group were unable to present a business plan to the Council due to the significant workload involved, the limited timeframe, and several unknown factors related to the purchase, including estimated costs for acquisition, renovation, and the installation of essential flood protection measures. Cllr. P. Wright observed that the location would be less convenient for most residents if the Town Council was to relocate there.

An extraordinary meeting will be held to discuss Hour Community's CIL application for purchasing the property.

### 13. Lands Committee

**13.1** Consider tree application DC/24/3948/TCA Group of Leylandii to reduce by 3 metres *The Lodge, Fairfield Road, Framlingham, IP13 9LE*

Cllr. Higham proposed supporting this application. This was seconded by Cllr. Dean and

carried unanimously. **FCM-2024-11-19/10**

**13.2** Discuss application DC/24/3819/TPO reduce apple tree by 3 metres

*20 Double Street, Framlingham, IP13 9BN*

Cllr. Higham proposed supporting this application. This was seconded by Cllr. A. Wraight and carried unanimously. **FCM-2024-11-19/11**

**13.3** Charity pitch application

Cllr. Higham proposed granting Greener Fram a charity pitch for the Market on 25<sup>th</sup> January 2025 to distribute bird boxes and wildflower seeds. This was seconded by Cllr. Cope and carried unanimously. **FCM-2024-11-19/12**

**13.4** Bench request

A resident's request for a memorial bench at the Fens was discussed. Councillors felt that there were sufficient benches at this location and suggested the Pageant Field or cemetery as alternatives. Ground work implications and costs must also be considered by the resident.

**13.5** Churchyard vegetation

The Council agreed to allow UKPN to cut back viburnum bushes in St Michael's churchyard to gain access to powerlines, subject to Diocese approval.

**13.6** Pageant Field tree works

It was agreed that another quotation was needed for these works, and this would then be re-considered.

**13.7** Minutes of Committee meeting

Cllr. Higham proposed accepting the Minutes of 9<sup>th</sup> September 2024 as a true record, subject to a minor revision to item 7.5.1. This was seconded by Cllr. Eastwood and carried with two abstentions. **FCM-2024-11-19/13**

**13.8** Matters of report

Another complaint has been received about the cemetery, with the resident concerned about the appearance of the memorial garden and the rose clippings being left in situ. She was also disappointed that the area to the left of the path beyond the ashes has not yet been mown and cleared ready for winter. The RFO will speak to the grounds contractor about this.

## **14. Highways, Rights of Way & Parking Committee**

**14.1** Minutes of the Committee meeting

Cllr. Eastwood proposed accepting the minutes of 10<sup>th</sup> June 2024 as a true record. This was seconded by Cllr. Dean and carried with 4 abstentions. **FCM-2024-11-19/14**

**14.2** Ground-level lighting at Pigs Meadow

Electrical contractors will try to diagnose the fault with this later this week.

**14.3** Vegetation covering streetlamps at Fairfield Road

The vegetation has now been cleared and thanks were extended to CDC Blowers and Red House Barn for doing this without charge when erecting the Christmas tree. Unfortunately, half of the LEDs on this light are not working. It was agreed to check if the lights are still covered by the warranty.

**14.4** Matters of report

The broken tarmac at the Mount Pleasant bus shelter has now been resurfaced.

The DTC has written ESC thanking them for their road-sweeping trial in Fram and has asked when UKPN will be connecting the new bollard light at the Fens bridge.

The solar panel and Speed Indicator Device's bracket have now been affixed to the post at Station Road. The DTC will ask local contacts for help setting up the SID and syncing it to the laptop.

The bulbs from East Suffolk in Bloom have now been collected and the DTC will ask the Tuesday Gardeners or Greener Fram if they would assist with the planting.

The DTC will report the damaged one-way sign at Church Street to SCC Highways.

**15. Other matters of report or items issues to be raised at future meetings**

An application for another Councillor has been received and will be processed by ESC during the next election period.

Having a Tourist Information Centre in the town will be discussed at the next meeting.

**16. Cllr. Eastwood proposed excluding the press and public for confidential discussions as per the Public Bodies (Admissions to Meetings) Act 1960 s1 (2). This was seconded by Cllr. Higham and carried unanimously. FCM-2024-11-19/15**

**17. Human Resources Committee**

**17.1** Cllr. Eastwood provided a summary of the most recent meeting with the solicitor and outlined the required next steps for the Council.

**17.2** Urgent issues that need to be addressed and agree next steps

No urgent issues were raised.

*The DTC left the meeting at this point.*

**17.3** Consider office staff in the absence of the town clerk

Councillors asked for clarification of what options might be available for changing the DTC's contract. It was agreed to call an Extraordinary Council Meeting on 26<sup>th</sup> November once this information has been received.

**18. The dates of the Council meetings for December and January were agreed as:**

4<sup>th</sup> and 19<sup>th</sup> December

2<sup>nd</sup> and 15<sup>th</sup> January

In addition, an extraordinary meeting will be held at 7pm on Tuesday 26<sup>th</sup> November to consider the Hour Community's CIL application and the DTC's contract

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.40 pm.

**Signed** .....  
**Chair of the Council**

**Date** .....