

**Approved Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 10th October 2017 at The Cell, The Old Court House, Bridge Street at 7.30pm**

1. Apologies:

Cllr J Simpson

Present:

Cllr S Bennell, Cllr L Clouting, Cllr S Hopkins, Cllr G Kitching (Chair) and Cllr B Roberts

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and two members of the public

2. Declarations of Interest:

None.

The Chairman proposed to re-order the agenda and adjourn the meeting to allow a member of the public to speak for the following item, which was agreed.

6. The future of Fireworks and Soap Box Race events:

Cllr Hopkins provided information and noted the lack of younger volunteers for Town Council organised events. There followed some discussion and it was noted that Thomas Mills High School and Framlingham College students already had plans to build carts for the 2018 event and Simon Wade had volunteered to help organise the next Soap Box Race event.

The Chairman reconvened the meeting.

It was agreed to co-opt Simon Wade to the Committee for the purpose of organising the Soap Box Race.

Cllr Kitching, Cllr Hopkins and Simon Wade would meet informally to discuss the event and report back to the meeting.

A poster had been produced requesting help to plan, organise and steward both events in 2018, which would be circulated as soon as possible.

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Kitching proposed the minutes of the meeting held on Tuesday 12th September (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Clouting, with all in favour.

Cllr Kitching then signed the minutes.

5. Firework Spectacular:

The Town Clerk reported on the final arrangements and noted that both Framlingham Residents Association and HOUR Community had advertised within their organisations for helpers which had been successful. The Framlingham Scouts had agreed to provide 9 helpers and a donation to the Scout Group was agreed along with a donation to the Framlingham Baptist Church. The final figures would be approved at the next meeting, when the Town Clerk/RFO would provide an Income and Expenditure report.

The Kimbolton Site Specific Risk Assessment and Method Statement was approved

The Risk Assessment was approved.

The site plan was approved.

The Town Clerk raised a concern over the security of the stored equipment and insurance implications. It was agreed to offer to pay for a repair to the lock.

7. Markets:

➤ **Tuesday Market:**

The Town Clerk reported that there were currently four regular traders and one casual trader on the Tuesday Market.

➤ **Saturday Market:**

The Town Clerk reported that the annual Market Licences had been returned and there were currently 9 regular traders and 15 casual traders with valid licences.

The Town Clerk reported that Woodbridge Town Clerk and Deputy Town Clerk had visited the Office for a discussion on the administration of the markets and how to encourage more traders to their venue.

➤ **Electricity Supply:**

It was agreed for the Town Clerk to pursue a date for the work to be carried out on the upgrade of the electrical system on Market Hill.

➤ **The following Market Pitch Applications were considered:**

Flossy and Me

Application for a 10ft pitch in the Saturday and Tuesday Market selling ladies wear and accessories. Approved.

Neil Farrow (Gin Punch)

Application for a 6ft pitch on the Saturday Market selling small batches of craft gin, premium brands 70cl and gin 100ml bottles in postal tubes along with gin hampers. Approved.

8. Website:

It was noted that there were still some errors and updating needed on the website. Following some discussion it was agreed to consult with the website manager with a view to implementing a new system where Town Council documents could be uploaded under office management duties.

9. Town Council Office Matters:

➤ **Christmas card competition:**

Cllr Clouting and the Town Clerk reported on progress and the cost of £75 for winner's vouchers (£25 Adult, £25 High School age, £25 Primary School age and under), was agreed.

➤ **Flower tub/War Memorial**

The Town Clerk reported that costs for planting and watering in 2018 had been requested from Suffolk Coastal Norse but not yet received. Deferred to next meeting

10. Communications:

➤ **Town Trail:**

The quotation from Leiston Press for re-printing 2000 copies at £357 was considered and it was agreed to recommend approval to Full Council.

➤ **Town Guide:**

The Town Clerk reported that there were approximately 400 left in stock. It was agreed to budget for a new edition in 2018/19 and consider the format as an agenda item at the next meeting.

➤ **Fram bags:**

Quotations and colour options had been received from Doves Clothing and Natural Bag Company. Following discussion it was agreed to keep the same design and recommend approval to Full Council to purchase 1000 Jute Bags @ £1,248 incl vat +£9.95 + vat delivery, using funds from the PR Promotions Reserve account. It was noted that delivery time was 12-14 weeks.

11. Framlingham Business Association:

Cllr Kitching reported that he had attended the AGM and Jenny Stockman had been elected as Chairman for another year. The FBA had also appointed an Events Manager. Attendance figures at the meetings continued to be low.

CCTV update:

Cllr Kitching, Cllr Clouting and the Town Clerk had met with PC Jeff Burt, PCSO Christian Hassler and Jenny Stockman (FBA Chairman) to discuss progress. Six locations had been identified and 3 potential sites for ANPR cameras. Costs and options were being explored and a presentation would be made to the next FBA meeting in November, before making a recommendation to Full Council for approval to fund the proposals with the FBA taking the lead.

12. Framlingham Signs:

Suffolk County Council had provided estimated costs for the scheme to design, supply and install five new signs at a cost of £4,145.66, but it was not clear if the estimate included construction implementation costs. Therefore the Town Clerk was requested to ask for clarification.

13. Correspondence:

Item 13/10 Suffolk Coastal District Council

Letter regarding the Public Space Protection Orders (PSPO) which would be replacing the Alcohol Consumption in Designated Public Place Orders (DPPO) on 20th October. Formal Consultation November – January 2018.

It was noted that there were currently eight PSPO's in the town. The new DPPO would seek to control any consumption of alcohol only when it was linked to Anti-Social Behaviour, but would include dog fouling and aggressive behaviours. Any proposal for a DPPO would need to be supported with evidence as to the necessity of the restriction or requirement. The Town Clerk would contact Sgt Mark Beresford for his views on the matter and report back to the meeting.

Item 20/10

Letter regarding the Saturday Market and parking availability. The Town Clerk had responded which was noted.

Item 7/11

Copy of email sent to the Framlingham Business Association regarding concerns relating to Sausage Fest. Acknowledged and noted.

14. 2017/18 Action Plan:

- Updates

Cllr Kitching would update as required.

- Detailed and fully costed CIL funding nominations for IPC

None.

15. Budget 2018 2019:

Cllr Kitching and the Town Clerk/RFO had met to discuss the figures which were considered further and the first draft agreed.

16. Cardboard and Paper recycling bins:

Cllr Roberts suggested that paper and cardboard recycling bins should be considered in the town centre. Following discussion it was agreed for the Town Clerk to contact Suffolk Coastal Norse to investigate that if the town centre litter bins were upgraded would SCN have the facilities to empty and recycle.

17. Matters of report or items for next agenda:

- The Town Clerk reported that she had met with representatives of the Royal British Legion and St Michael's Church to discuss the format of the Remembrance Day Service. Details would be circulated to all Councillors.
- Scarecrow Festival – next agenda Cllr Hopkins

18. Next meeting:

Tuesday 14th November 2017 at 7.30pm

Meeting closed at 21.06pm.