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**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 13th June 2017 at 10 Riverside at 7.30pm**

1. Apologies:

None, all present.

Present:

Cllr S Bennell, Cllr L Clouting, Cllr S Hopkins, Cllr G Kitching, Cllr E Jones and Cllr B Roberts

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Clouting proposed the minutes of the meeting held on Tuesday 9th May (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins, and with one abstention due to absence all were in favour.

The Chairman then signed the minutes.

5. Soapbox Race:

A debrief on the event was held and it was agreed that it was a very successful, enjoyable and exciting event. However, more help was needed both to organise the event and on the day.

A note of all comments and suggestions would be kept on file for discussion on the 2018 event, which would be held at the October meeting of the PR&Markets Committee.

The Town Clerk/RFO reported on the Income and Expenditure to date. The outcome of grants from the District and County Councillors were awaited, but if successful then the small profit would be put forward to next year.

It was agreed for the Town Clerk to send a thank you letter to everyone who contributed this year and request help for 2018.

6. Firework Spectacular:

Date: Saturday 4th November 2017

It was agreed for the Town Clerk to obtain costs for two advertising banners, plus replacement sign boards, which would be considered at the next meeting.

7. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Electricity Supply:**

The revised quotation received from R W Curle for pop up electrical connection boxes at a cost of £15,900 (key system) was considered. Cllr Kitching proposed to nominate the project to the Infrastructure Plan Committee for local CIL funding which was seconded by Cllr Roberts with all in favour.

The Town Clerk was requested to put in an application to SCDC for Economic Development funding.

The Town Clerk reported that the quarterly inspection had been carried out on 23rd May by Hudson electrical and all was found to be satisfactory.

A repair to one of the socket switches was subsequently required and is awaiting completion.

➤ **The following Market Pitch Application was considered:**

➤ **David Sparshott (Shuck brewery) 12/06**

Application for a 6ft casual pitch on the Saturday Market selling bottled beer. Approved subject to completion of an Alcohol Authorisation Licence.

➤ **NABMA's Love Your Local Market (LYLM) Fortnight – 17th -31st May**

The Town Clerk reported that with the help of the Office Assistant (Jane Parlone) the event over two consecutive Saturdays had been extremely successful. The winner of the free LYLM raffle was Gill Self who was presented with a LYLM bag full of vouchers and produce to the value of over £100 and she was delighted.

A lot of hard work and effort had been undertaken by the Town Clerk and Office Assistant with the support of the market traders and a press release about the event along with photographs had been sent to the website, EADT, Community News, Framfare, Clerks & Councils Direct, The Clerk, LCPAS and SALC in the hope that this will raise the profile of the markets in the town.

8. Website:

Small scrolling banner box on the front page of the website – Cllr Bennell to undertake this task in due course.

9. Town Council Office Matters:

Advertising Signs and Town Council Policy:

The Town Clerk provided information on By-laws and SCC Highways Guidelines. In order to clarify the purpose of the current Policy the Town Clerk suggested additional wording. Following discussion it was agreed not to add a timescale for disposal, but the following additional wording in brackets would be recommended to Full Council for approval:

Framlingham Town Council will remove and dispose of all unauthorised literature from lamp posts and public places in Framlingham.

(It is not intended that the Town Council will pursue Local Fundraising Community Groups using directional signs for events)

Bus Shelter notice board:

It was agreed for the Town Clerk to instruct Reliable Rob to look at the problem with the locks and back boards up to a budget of £50.

Library Car park signage:

The Town Clerk reported that the Library would fund the main sign at the bottom of the car park, but 8 individual signs advising 'Parking for Library and Town Council users only' were needed. The cost @ £18 each from Nick Ashwell Signs was agreed.

10. Framlingham Business Association:

Cllr Clouting had attended the meeting on 23rd May and gave a report.

Cllr Tanner, Cllr Kitching, Cllr Clouting and the Town Clerk had met with Bill Bulstrode and Jenny Stockman on separate occasions to discuss the Christmas arrangements:

Saturday 25th November 5pm – Tree Lighting on Market Hill – FBA event

Sunday 26th November 2-4 Christmas Market – FBA event

Friday 1st December – Late Night Shopping – Retailers event

11. Framlingham Signs:

To consider further detail on replacement signs incorporating the town crest and 'Fairtrade Town'

The Town Clerk was requested to investigate options for sizes, design and costs with Derek Oldham at SCC.

12 Correspondence:

UK Cycling Events 7/06

Advance notification of cycling event starting from Otley College on Sunday 30th July. Forwarded to all Cllrs. Noted.

Seafarers UK 4/07

Letter requesting a red ensign flag be flown for Merchant Navy Day on 3rd September. Noted.

13. Allotment Competition 2017:

The Town Clerk reported that Mervyn Howard had agreed to carry out the judging, which would take place in June/July. Cllr Bennell agreed to accompany him. The prizes would be presented at the Framlingham Horticultural Autumn Show on Saturday 16th September at 11.15am. Cllr Kitching agreed to present the prizes.

14. Riverside vegetation:

Tom Harbinson Ltd

Quotation as requested for the clearance of the river banks on Riverside.

The Framlingham Business Association had offered a contribution of £100.

It was agreed to recommend approval of the cost and accept the contribution from the FBA, with the work to be carried out in September/October, to Full Council on 6th July.

15. APM:

There was a discussion on how to improve/promote and the content of meeting. It was agreed to invite the SCDC Conservation Officer to be the next Guest Speaker and to have a large advertising sign outside Library and also to advertise the APM more widely.

S. A. Bennell
11/7/17

16. Consultation Event:

Date in September to be agreed at the next meeting

17. 2017/2018 Action Plan:

Updates for the Action Plan had been circulated and were considered and agreed.

- Detailed and fully costed CIL funding nominations for IPC:

Electrical sockets on Market Hill

- New 'family' image, type face and letterhead – deferred to next meeting.

18. Matters of report or items for next agenda:

Communication with the Public: Items for newsletters:

Soap Box Race

Matters of Report/items for next agenda:

The Town Clerk reported that she had updated the Councillor Vacancy poster

Advertising Councillor vacancies- Agenda item next meeting

Town Trail reprint– Agenda item next meeting

19. Next meeting:

Tuesday 11th July 2017 at 7.30pm

Meeting closed at 8.45pm.

L.A. Bennett
11/7/17