

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 11th September 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm**

1. Apologies:

Apologies were received and accepted from Cllr S Garrett and Cllr J Simpson

Present:

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

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and 6 members of the public.

2. Declarations of Interest:

None

3. Public Comment:

One person commented on the poor state of the town litter and decoration wise and felt that hanging baskets like other towns had would make a big difference. (see also item /10/1)

There were objections raised regarding the application for a Market Licence selling pet food and pet related products.

There were objections raised regarding the number of clothing stalls on the market which were duplicating products already available in the shops around the Market Hill.

4. Minutes of previous meeting:

Cllr Clouting proposed the minutes of the meeting held on Tuesday 10th July (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins with all in favour.

Cllr Clouting then signed the minutes.

5. Town Guide:

Cllr Bennell and Cllr Clouting reported on the progress to date. Further content and photographs would be presented at the next meeting, with a view to providing the final content to a production company to be decided by tender. The Town Clerk/RFO confirmed availability of funds in the budget and Ear Marked Reserves.

6. Town Trail:

It was agreed to recommend approval to Full Council the cost of £364 from Leiston Press to re-print 2,000 Framlingham Town Trail leaflets from budget 2105.

7. Council organised Events:

Firework Spectacular 2018:

The Town Clerk reported on the organisation to date and the following was noted:

Advance Ticket printing by Leiston Press at £46 was agreed.

Poster and flyer – to be printed in grey rather than black if possible

Catering outlets noted and confirmed

The Gin Caddy – refused as mulled wine and Earl Soham Beer sufficient

The cost for glo-products at a total of £346.44 + vat (£415.73) would be recommended to Full Council for approval.

Mulled wine (sale or return) and beer had been ordered

Plastic cups and gas burners for lighting sparklers had been purchased.

The site plan was considered and agreed to date.

The Risk Assessment was considered and approved.

The Stewards List would be finalised at the next meeting and it was agreed to pay a donation to the Scouts for specific help as last year.

A PPS/PRL Licence had been applied for.

A significant raffle prize was needed for the free lucky number advance ticket raffle, which would be drawn at the end of the display.

Equipment and transport would be considered at the next meeting.

Soap Box Race 2019:

It was agreed to proceed with the event in 2019 and Cllr Hopkins agreed to lead with the proviso that someone else sources the straw bales to be used as barriers. It was noted that it was getting harder each year to find straw bales the correct size and condition. To be investigated further

The Town Clerk advised that there was currently £650 profit from the 2018 event in Ear Marked Reserves and DCllr Hudson had promised £750 from his Locality Budget.

8. Markets:

It was noted that after three months of trading the Silver Rocket Café will no longer be attending the Market and it was agreed for the Market Licence to be cancelled.

Tuesday Market:

To formally confirm the Market Licence for the Silver Rocket Café including tables and 10 chairs selling hot and cold drinks, gluten free, vegan and veggie buffet food.(with the proviso that no hot drinks will be sold when The Suffolk Coffee Pod is present) Withdrawn

Silver Rocket Café:

To consider the request for the addition of a 3m gazebo to cover the table and chairs within the current allotted space. Withdrawn

➤ **Saturday Market:**

To note that the Silver Rocket Café has ceased trading on a Saturday. Noted as above.

To consider email requesting the committee re-consider the request for a meeting.

Following some discussion it was agreed to resolve issues within Town Council procedures and to endeavour to improve communications, along with the current practice of publishing the agenda and inviting comment during the Public Comment part of Committee meetings.

To consider email with request to restrict the number of casual stalls selling the same things on the market.

It was noted that it is the Town Councils responsibility to look after the market now and for the future, so that it continues to thrive and provide increased footfall to the town for the benefit of all. It was noted that the Co-op sells most things, so it would be difficult to restrict products. There followed some further discussion and it was agreed to be more mindful of what is already available in the town when considering applications in the future.

➤ **Market Pitch Applications:**

1/9 Rumley Rus Ltd

- Application for a Market Licence (Saturday and Tuesday) selling Pet food, also large animal feed and related goods. Refused

2/9 Joanne Bradshaw

- Application for a Market Licence (6ft -Saturday) selling upcycled furniture, soft furnishings and homeware gifts. Approved.

3/9 Paul Gionis – Time Bubble Toys

- Application for a Market Licence (10ft Saturday) selling wooden toys, games and gifts based on a historical theme sold as construction kits requiring assembly. Designed and made in Suffolk, various skill levels and themes suitable for children and adults. Approved.

➤ **Annual review of Market Regulations:**

Reviewed with no changes.

➤ **Annual review of Market Charges**

It was noted that the charges had stayed the same since 2012. The Town Clerk was requested to obtain a comparison of other Market charges, which would be considered at the next meeting before a decision was made.

➤ **Annual review of Markets Risk Assessment**

Cllr Kitching would review and report back to the next meeting.

➤ **Annual review of Third Party events on Market Hill Risk Assessment**

Cllr Kitching would review and report back to the next meeting.

9. Website:

The Town Clerk reported that there were a few minor errors on the website, which were being addressed.

10. Flower tubs and War Memorial garden:

Winter planting and bulbs – 11 flower tubs and War Memorial

The Town Clerk advised that she had been planting (including dead-heading and weeding) these voluntarily for a number of years, but the time had come when help was needed. A cost had been sought from Suffolk Coastal Norse in 2017 for the watering of 10 flower tubs 3 time a week which had been in excess of £2,000, plus the cost of plants and planting, which was felt too much.

Cllr Clouting agreed to help with this task in future, and anyone else willing to volunteer would be most welcome.

The Town Clerk reported that the 11 flower tubs are currently sponsored at £30 each, which goes towards the cost of the plants, bulbs, compost and feed. The watering of the 3 tubs on Market Hill, Churchyard and War

Memorial has been carried out by young people this year at £10 per watering, kindly organised by Simpsons. The rest have been watered by volunteers.

It was noted that hanging baskets on the lamp-posts in the town was not possible as they are aluminium and not strong enough to take the weight. The Town Clerk provided a photograph of a flower basket decorated cycle she had seen while on holiday and Cllr Hopkins noted that he could provide 5 cycles if the members wished to progress this idea.

10/1 Business trader

The email regarding the general state of the town and suggested improvements was noted.

Adding more colour to the town in 2019 would be considered as above. The annual clearance of Riverside would be carried out in Oct/Nov to be decided by the Lands Committee. The Town Clerk would contact Suffolk County Council for information on when the Lime trees on the Market Hill would be pollarded. The Town Clerk would request the street cleaner to target Church Lane and the Market Hill telephone box area. The Town Clerk and Cllr Clouting would raise these matters at the next Framlingham Business Association meeting to see if the FBA could contribute in any way to making the town look cleaner and brighter.

11. Town Council Office matters:

➤ Instagram

Cllr Clouting was investigating this matter with the Office Assistant and a draft policy would be presented to the next meeting prior to a recommendation to Full Council to proceed.

➤ Cost for Union Jack flag

The cost of £32.99 for a flag was approved.

12. Framlingham Signs:

The Town Clerk reported that a response was awaited from Suffolk County Council regarding the relocation of the 30mph signs to enable the replacement of the Framlingham signs.

The Town Clerk advised that Cllr Burroughes had agreed to fund the replacement signs from his highways budget

Cllr Bennell reported that the town's Fairtrade status had been renewed

13. Framlingham Business Association:

The renewal of the annual membership was agreed.

14. 2018/2019 Action Plan:

➤ Updates:

Residents Survey to be compiled after May 2019 Elections.

15. Correspondence:

1/15 Suffolk Coastal District Council

The Licensing Act 2003- Consultation on revised licensing statement of policy – deadline 16th September 2018 (www.eastsuffolk.gov.uk/business/licensing-policy-consultations/) The Town Clerk was requested to respond.

16. Bus service to Wickham Market railway Station:

Deferred to next meeting

17. Matters of report or items for next agenda:

- Budget 2019/2020
- Wi Fi on Market Hill
- Remembrance
- Christmas Tree Festival

The Town Clerk reported on the progress of the Christmas Card Competition:

Deadline 29th November

Judging 30th November

All entries on display in the Library and Town Council Office

Art Materials for prizes in 3 categories: Primary, High School and Adult

A4 card folded in half

Entries to be delivered to the Library or Town Council Office C/o The Town Clerk with contact details and category on the inside.

Entries will be displayed until after Christmas and can be collected by 9th January after which they will be recycled.

18. Next meeting:

Tuesday 9th October at 7.30pm

Meeting closed at 20.56