

**Minutes of the Public Relations and Markets Committee Meeting held  
on Tuesday 10<sup>th</sup> July 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm**

**1. Apologies:**

Apologies were received and accepted from Cllr G Kitching

**Present:**

Cllr S Bennell, Cllr L Clouting (Chair), Cllr S Garrett, Cllr S Hopkins and Cllr J Simpson

**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 12<sup>th</sup> June (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Simpson with all in favour.

Cllr Clouting then signed the minutes.

**5. Town Guide:**

Cllr Bennell and Cllr Clouting presented ideas for a Town Guide to last for a period of 5 years, which were noted. The content and photographs would be put together for consideration at the next meeting.

**6. Town Council organised Events:**

**Firework Spectacular 2018:**

A list and costs for glo-products would be provided at the next meeting

The cost for 2 disabled toilets with electric lights of £200 +vat was agreed.

The cost for first aid cover by St John Ambulance at £208.66 was agreed.

Advance tickets – It was agreed to keep the same entry prices as the previous years (9)

Catering – It was agreed for the Town Clerk to organise and charge the usual £50 pitch fee.

**Soap Box Race 2018:**

**Finance:**

The Town Clerk/RFO provided a final income and expenditure report which was noted and filed for reference.

It was agreed the surplus of £600 would be transferred to Ear Marked Reserves for next year's event.

**7. Markets:**

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

- 1/7 Letter of protest from a Market Hill retailer regarding three new market traders selling the same garments, jewellery and bags.
- 2/7 Letter from Framlingham Business Association re above and future market applications.
- 3/7 Letter from a Market Hill retailer with concerns relating to the stalls on the market and requesting a meeting to discuss these issues.
- 4/7 Letter regarding the choice of stalls/businesses allowed in the market
- 5/7 Letter in support of the stalls on the market.
- 6/7 Comments from the Market Supervisor

There followed some discussion on the above issues. The members sympathised with the comments in 1/7 but felt that traders were operating within their licences and it would not be practical to restrict specific items which they sell. Framlingham is a Market town and was first granted a market in 1285. Over the years the market has flourished and is vibrant and colourful offering a large range of goods, which in turn brings extra people into the town and this also benefits the shops and businesses around the Market Hill. The Market Hill and its market is owned and maintained by the Town Council, and therefore is a priority and the Town Council has a duty to ensure this continues for further generations for the benefit of the market and businesses in our market town. The members read the contents of 2/7 and noted that the market trader applications are listed on the agenda for the monthly PR&Markets meeting, which is always held on the second Tuesday of each month, and is

published on the website the week before the meeting. Meetings are open to the public to attend and comments can be made during the 'Public Comment' item on each agenda.

The contents of 3/7 were considered and it was noted that there appeared to be some confusion over what the two mobile catering units sell on the markets. Following the departure of Over The Moon Café the Suffolk Coffee Pod has taken its place on the Tuesday Market. The Silver Rocket specialises in vegan, gluten free and vegetarian food and apart from smoothies does not sell drinks except when Over The Moon Café (Saturdays only) or The Suffolk Coffee Pod (Tuesdays only) are not present. Therefore, there is only one coffee outlet on the markets at any one time, which has been the situation for a number of years.

The contents of 4/7 was noted and the Market Regulations are available on the [www.framlingham.com](http://www.framlingham.com) website.

Comments in support of the market were noted in 5/7 and 6/7.

The Town Clerk was instructed to respond.

➤ **Market Pitch Applications:**

None.

**8. Website:**

No business.

**9. Town Council Office matters:**

No business.

**10. 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.

**11. Framlingham Business Association:**

The Town Clerk reported that she had attended the Christmas meeting held on 9<sup>th</sup> July. It was hoped that a co-ordinated approach could be achieved with a Christmas Shopping evening and tree lighting on Friday 30<sup>th</sup> November organised by the Retailers Group, the Christmas Tree Festival on Saturday 1<sup>st</sup> December organised by FOSM and a Christmas Market on Sunday 2<sup>nd</sup> December organised by the FBA. The FBA had requested use of the Market Hill and electricity for the events and Christmas tree. The flag pole would be removed to accommodate the tree.

It was agreed for the Town Clerk to organise a 'Meet your Councillor' evening from 5pm – 8pm on Friday 30<sup>th</sup> November with drinks and nibbles.

It was agreed for the Town Clerk and the Office Assistant to organise a Christmas Card Competition with entries being displayed in the Library until the end of December. The Town Clerk advised that the Library Manager had agreed to help.

**12. 2018/2019 Action Plan:**

➤ Updates:

Meet your Councillor event – 30<sup>th</sup> December

➤ Survey

It was noted that Cllr Kitching had started drafting a new Residents Survey updating the previous Neighbourhood Plan Residents Survey.

The cost from Leiston Press for printing 1500 copies at £334 plus delivery within Community News at £46.37 (Budget 2202) would be recommended to Full Council for approval. The Town Clerk noted that properties where there were no pavements in the town would not receive a copy of Community News, therefore the Survey would be published on the website and copies made available for collection in the Town Council Office. Cllr Clouting agree to help deliver to properties which did not receive Community News and the Town Clerk would provide a map. The final draft version would be considered at the next meeting.

**13. Correspondence:**

➤ 1/7 Resident – re street cleaning in Double Street

Email with concerns relating to street cleaning in Double Street. It was noted that a response had been sent advising that the Town Council had paid for additional street cleaning the day after the Soap Box Race. The Town Council also pays for 1 hour a day 5 days a week street cleaning which includes litter picking on the Pageant Field and Fens from April - September. Other street cleaning manual and mechanical is carried out by Suffolk Coastal Norse and the Town Clerk would request the schedule and respond to the resident in question with the details, which was agreed.

➤ 2/7 Resident – re Notice Boards

Following discussion the Chairman with the full support of the committee instructed the Town Clerk to respond advising that this matter is now closed.

#### **14. Bus service to Wickham Market railway Station:**

Cllr Simpson suggested that the committee tests the market to determine if there would be sufficient demand, and also consider subsidising a driver for a period of time.

It was agreed to expand the question in the Residents Survey as a starting point.

#### **15. Matters of report or items for next agenda:**

The Town Clerk reported that the Allotment Competition had been judged by Bill Flemming and a thank you letter had been sent and the winners notified:

Category 1:

1<sup>st</sup> Lindsay Huggins (£20 Voucher, and Trophy)

2<sup>nd</sup> Mark Keable (£15 Voucher and Certificate)

Category 2:

1<sup>st</sup> Wendy Hardinge (£15 Voucher, and Trophy)

2<sup>nd</sup> David Hammond (£10 Voucher, and Certificate)

The presentation of trophies and vouchers would be made at the Framlingham Horticultural Show on Saturday

15<sup>th</sup> September at 11.15am

#### **16. Next meeting:**

NO MEETING IN AUGUST

Tuesday 11<sup>th</sup> September at 7.30pm

Meeting closed 20.59