

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 12th March 2019 in The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Apologies:

Cllr S Hopkins

Present:

Cllr S Bennell, Cllr L Clouting (Chair), Cllr S Garrett, Cllr G Kitching 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:

4112319 Cllr Clouting proposed the minutes of the meeting held on Tuesday 12th February (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 Council organised events:

No business.

6. Markets:

➤ **Quarterly electrical inspection**

The Town Clerk reported that the issue with one of the sockets is still being investigated.

➤ **Market Pitch Applications**

Melanie Menhams – Cupboard Love

Application for a 22ft pitch on the Tuesday Market selling ‘Plastic free’ wholefoods – people bring containers to refill – reusable and natural alternatives for personal and home care – liquid refills- washing up liquid, hand soap etc - Approved

Love a Taste

Currently authorised to sell alcohol, product is a letterbox-friendly Taster Box of six different wines in 125ml bottles, but the longer term aim of Love a Taste is to develop and sell a range of epicurean products that are made in Suffolk.

Therefore request an addition to the current licence in order to make and sell macarons - a meringue based cake which sandwiches a creamy filling, on the Saturday Market - Approved

7. Town Guide:

A tender specification for the new Town Guide had been sent to four local companies. Two had declined to provide a tender and a response had been received from one and one had submitted a tender. Following some discussion it was noted that the cost to produce a new Town Guide would be considerably more than budgeted for. It was agreed for the Town Clerk/RFO to investigate potential grants towards the project and to provide final budget and Ear Marked Reserve funds (profit from the sale of Fram Bags and Calendars) The Town Clerk/RFO advised she had consulted with the Finance Chairman who had some reservations on the use of local CIL funds, as this may not meet the guidance. However, she had also consulted with LCPAS who had advised that the additional pressure and amount of new residents in Framlingham requiring information on services in the area could justify the Town Guide being funded by CIL. This can be argued because the new developments are placing demands on the area and its resources. Without information many new residents will not know where to access information or local services.

The original specification for the new Town Guide was not to use adverts to off-set costs or to advertise anything that may potentially go out of date quickly, so as to prolong the life of the publication. However, in view of the costs it was agreed to re-consider if additional funding was not possible.

It was agreed for the Town Clerk to advise all four local companies that the Committee would be re-considering this project and to invite them all to re-tender at a later date, with new information being provided once all the details had been considered and agreed by the Town Council.

8. Framlingham Calendars:

The Town Clerk reported that the 2020 Framlingham Calendar was being finalised and photographs were being received for 2021.

9. Annual Parish Meeting and Annual Newsletter:

The Town Clerk reported the due to the Election period of purdah the Annual Newsletter would be delivered at the end of May and the Annual Parish Meeting held on Tuesday 7th May.

10. Website:

No business.

11. Town Council Office matters:

Cllr Clouting provided an update on the Town Council Instagram account, which was noted. The Town Clerk advised that care should be taken during the Election Purdah period from 15th March, to not publish anything which may seek to influence voters or breaches the Code of Recommended Practice on Local Authority Publicity 2011.

12. Framlingham Signs:

The Town Clerk reported that Suffolk County Council highways were keeping her informed of progress. She suggested that the old Framlingham signs be retained and auctioned off in some way as they would be interesting collectors items. It was agreed for the Town Clerk to pursue this suggestion.

13. Framlingham Business Association:

➤ CCTV

Cllr Clouting, Cllr Collins and the Town Clerk had met with two CCTV providers and two comparable quotations had been obtained. A meeting with the FBA had been requested to discuss the quotations.

There followed some discussion on the need for CCTV in the town and whether there was sufficient financial evidence for a proposal to be put forward. It was also felt that the Framlingham Business Association should take a greater role in the project on behalf of its business members. The Town Clerk reminded members that the Committee had initiated the CCTV project back in February 2017 and it had taken some time to get all the information together along with the Police and FBA. The Town Clerk noted that a whole town questionnaire was to be formulated after the elections so the committee could consider consulting with residents as part of questionnaire depending on the timescales, which was noted.

The Town Clerk reported that she had attended the most recent FBA meeting and Cllr Jones had given an update on parking matters in the town and there was a presentation from Gotelee Solicitors as well as information on how to become a dementia friend. In future the management committee meetings would only be open to management committee members and not all FBA members. The next bi-monthly meeting would be held in May the date and venue to be confirmed.

14. WiFi:

Cllr Clouting reported that several meetings with representatives of Suffolk Coastal District Council had taken place along with representatives of the Framlingham Business Association as a Partnership Steering Group to further a pilot Wifi scheme for the town. SCDC's Enabling Broadband initiative that compliments the Suffolk Better Broadband programme, will see East Suffolk benefitting from an enhanced broadband structure, that has great potential for enhancing economic and social growth. To support SCDC's long term ambitions in this area, it was agreed to initiate a pilot in Framlingham to evaluate the efficiency of this approach and the various interventions that come under such a programme. The learning from this pilot will inform the approach of the new East Suffolk Council vis-à-vis its market towns.

A proposal had been put forward by Elephant WiFi and the area covered would be from Well Close Square, up through Market Hill to the Castle Inn including the Castle car park and a large part of the Castle meadow. The proposed scheme is based on tried and tested technology and Elephant Wifi already provide these services to a wide number of towns and cities across the country, recent local schemes include Newmarket and Nowich.

SCDC has confirm that funding will be provided to the Town Council to cover the initial installation and the first 3 years of operational costs of the scheme, under an agreed understanding between the two authorities setting out basic information on the scheme and relevant role and responsibilities: SCDC providing project management and support, FTC/FBA to explore potential funding sources to cover operational costs thereby making the service self-sustaining, all parties to share learning and experience etc.

There would be no obligation to continue with the scheme after the three year period.

Cllr Garrett had a number of questions and it was agreed for him to provide these in an email to the Town Clerk and she would contact SCDC or Elephant Wifi for the answers, which would be shared with the members.

14112319 It was agreed to recommend approval to proceed to Full Council on 4th April, and to accept the offer of attendance at the meeting in case of questions being raised.

15. Action Plan:

No business.

16. Correspondence:

1/3 Request for refund of insurance taken out in anticipation of the Soap Box Race event. Agreed as a gesture of goodwill

17: Matters of report or items for next agenda:

Floral Fram 2019

Armed Forces Day

LYLM 2019

The Town Clerk reported that the Cycle Tour would be passing through Framlingham on 10th June, no further details were available at present.

18. Next meeting:

Tuesday 9th April 2019 at 7.00pm

Meeting closed at 20.13