

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 9th July 2019 in The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Apologies:

None, all present.

Present:

Cllr A Fisher, Cllr S Garrett, Cllr M Hine, Cllr G Kitching (Chair), Cllr J Simpson and Cllr P Wraight

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and co-opted member (Mrs Angelika Grant) for item 5

2. Declarations of Interest:

None

3. Public Comment:

None

4. Minutes of previous meeting:

19719 Cllr Kitching proposed the minutes of the meeting held on Tuesday 11th 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 Kitching then signed the minutes.

5. Town Council organised events:

Firework Spectacular Saturday 2nd November:

The Town Clerk reported on the actions to date:

Access:

Access to the adjacent field for firing confirmed by landowner.

First Aid:

St John Ambulance – event cover applied for and cost awaited (To be added to Full Council agenda for approval if response arrives in time)

PA:

Quotation for PA services from Synergy Audio at £282.60 incl vat was approved.

Glo Products:

Products left in stock was noted and the cost for a selection of new products was agreed. The cost of £419.90 including vat would be recommended to Full Council for approval.

Posters:

The draft posters were considered and a design agreed.

Advance ticket printing:

The quotation from Leiston Press at £40 was approved.

Press Release:

The draft press release was considered and approved.

Advertising:

The cost of £80 for a full page advert in the October edition of Framfare was approved.

Flyers would be produced for the schools and it was agreed to produce an additional flyer x 500, which would include a plea for more helpers/stewards for the event. Mrs Grant agreed to deliver to the three new housing developments during September, as it was unsure whether the new developments received Community News or Framfare. Cllr Fisher would also put some flyers in the Castle Inn.

Site Plan:

The site plan was considered and agreed, although there may need to be some last minute amendments depending on the installation stage of the proposed new Pavilion.

Risk Assessment:

The Risk Assessment was considered and approved.

Parking:

Response from Sports Club awaited.

Sparklers:

To be noted at next meeting.

Glasses/Cups:

The cost for screen printed reusable cups was considered to be prohibitive. The cost for biodegradable pint and half pint tumblers at a total cost of £44.96 plus delivery was agreed. The cost for 500 x ripple 3 ply disposable insulated paper cups at £29.67 was considered and Mrs Grant agreed to try to source a recyclable or cheaper option., which would be considered at the next meeting

Wheelie bin and recycling bin:

The quotation from SCN Ltd for 1 x 1100 refuse and 1 x 240 recycling bin at £88 + vat was considered. Cllr Fisher agreed to investigate costs with another company and report back to the next meeting.

Stewards List:

It was noted that further helpers were required.

Framlingham Scouts and 1st Deben Scouts had both confirmed attendance, but the numbers were unknown at this time. The 1st Deben Scouts had requested that any donation be paid to the Framlingham Scouts only this year.

Catering:

All confirmed

Buskers: Cllr Fisher agreed to organise.

Co-opted member Mrs Grant was thanked for her help and left the meeting at this point.

6. Markets:

➤ **Quarterly electrical inspection:**

December 2018 Inspection Report – Noted with recommendation to investigate water ingress to Pit 2 which had been disconnected.

May 2019 Inspection Report – Noted with recommendation as above for Pit 2. Also covers on Pit 4 and 5 have slight crack but no action required at this stage.

The Town Clerk reported that a date for a meeting with NJB to discuss Pit 2 was still outstanding.

➤ **Market Pitch Applications:**

Karen Bigman – Le Digestif

Application for a 10ft pitch on the Saturday Market (every second Saturday only) selling Kimchi and Sauerkraut.

Approved

Sonya Taylor – The Mobile Grocer

Application for a 18ft pitch (Renault Van) on the Saturday Market selling a variety of general produce: wholefoods, dried fruit and nuts etc, gluten free and sugar free products, cooking ingredients, jars, bottles and tinned products, greeting cards and stamps, packed cold meats, bacon and savouries, wild bird food, chocolate, sweets, cakes and biscuits, wild bird seed, occasional flowers and plants, kindling, fire lighters, long matches and household products. Local quail, duck and goose eggs.

Following some discussion it was agreed to grant a Market Licence for a three month trial period (No eggs) and review at the meeting to be held on 12th November.

7. Website:

No business

8. Communication Strategy Working Group:

The Town Clerk had circulated a report on the last two meetings held to all Councillors. The next meetings would concentrate on priorities with a view to making recommendations to the PR&M Committee in September.

Instagram – Mrs Clouting and the Town Clerk continued to manage the Town Council account, which was being reviewed by the CSWG.

Town Guide – Cllr Hine provided her views on the subject which was noted and following some discussion it was agreed to consider this further at the next meeting of the CSWG with a view to making a recommendation to the PR&M Committee in September.

The Town Clerk reported that she had submitted two photographs for the 2020 (Society of Local Council Clerks) SLCC Wall Calendar.

The Town Clerk reported that the Chairman Cllr Collins had requested members to note that the Finance and Strategic Planning Committee will be organising a Councillor Strategic Planning/Communication Forum to discuss how internal communication can be better addressed and how the dissemination of information can be achieved, following a request for an agenda item at Full Council, and he had also requested that the CSWG consider a recommendation to this effect. Cllr Garrett advised that he was in the process of writing a note on the issues, which he would circulate in due course.

9. Town Council Office matters:

No business

10. Framlingham Signs:

The new signs had been installed at the end of June and a thank you had been sent to CCllr Stephen Burroughes for funding the project.

The Town Clerk advised that she had requested that the old Framlingham signs be returned to the Town Council and they had been delivered, complete with the 30 signs as well. She suggested that these could be auctioned off as a historical keepsake and the money given to charity. She had consulted with CCllr Burroughes for his views and he had suggested that HOUR Community be one of the beneficiaries.

Following discussion it was agreed for the Town Clerk to advertise one of the signs on eBay (buyer collects) with a starting price of £100 and to publicise on Framlingham.com and Instagram etc with the resulting income being donated to HOUR Community.

11. CCTV:

Cllr Kitching and the Town Clerk reported on the meeting with Secure Response Services Ltd and Westrock CCTV. A public CCTV system had been discussed with dome style cameras on the lamp posts covering the town centre including

Crown & Anchor Lane, Bridge Street, Well Close Square and Albert Place, with the option of the Fore Street and The Elms car parks subject to agreement and funding from respective land owners. The Pageant Field cameras could also be upgraded to new as part of the Business Plan and local CIL funding bid. Once the quotations have been received a meeting would be arranged with Framlingham Business Association and Sgt Beresford to discuss the project and potential funding further. The Town Clerk would also be meeting with Tim Passmore (Suffolk Police & Crime Commissioner) to highlight the project and discuss potential funding.

There following some discussion and it was agreed for the Town Clerk to gather evidence of need and along with the quotations the project would be put forward to Full Council for approval to proceed in principle before continuing further. If approved then a Business Plan would be produced and funding sought.

12. Framlingham Business Association:

The Town Clerk and Cllr Wraight had attended the X19 meeting held on 17th June and reported that the group were working on a Christmas Saturday which would be held on the Market Hill in conjunction with the Saturday Market on 7th December, with a band playing from 2pm and the pop chorus and Phoenix Singers a possibility as well as other stalls and activities. A discount booklet advertising the shops was being produced and there would be a Christmas Raffle and X19 Window Competition. The FBA has purchased 100 artificial pre-lit Christmas trees which will be given to all the businesses in the town that have a bracket. The trees will go up on Friday 29th November. A large up to 35ft central tree for Market Hill was being pursued. The X19 Group were organising a Quiz Night on Saturday 14th September to raise funds for the Christmas event and extra lights for the town (Tables of 6, two course meal, bar – Tickets £10)

Cllr Wraight reported that there would be a 13 m skating rink on the Castle Meadow during the evenings of 6/7/8 December, with the possibility of opening daytime on 6th. The Castle will be lit and there will be music, a catering pop up BBQ and local producer selling bottled alcohol.

The next X19 meeting will be held on Monday 22nd July and the next FBA open meeting will be held on 15th July. The FBA AGM is planned for 24th September.

13. Free Fram WiFi:

The Town Clerk had provided an update on progress to date by the Communications Group dated 19th June, which had been circulated to all Councillors.

It was hoped the BT line would be installed on 4th July but there had been a complication as it was found that the physical line from the telegraph pole was degraded and therefore needed replacing, which would be looked at as a matter of urgency. The Town Clerk reported that the BT Engineer had installed the socket on 9th July, but the repair to the line was still outstanding. The electrical works are scheduled to be undertaken on 15th July after which there will be a soft launch from 17th July. The Official Launch date will be confirmed at the next meeting on 11th July.

14. Wellbeing activities and projects – Cllr Hine

Cllr Hine had circulated her notes and ideas to members and the possible action points prior to the meeting. There was some discussion on how to identify people with various needs and how to bring together different groups in the town. It was agreed for Cllr Hine to continue with her work and draft the aims with a view to creating an active engagement plan for the Town Council. She advised that she was meeting with Nick Corke (HOUR Community/Worry Tree Café) and others in due course and would make a report to the next meeting.

15. Action Plans:

- Updates completed.
- Projects to be put forward for local CIL funding – none.

16. Correspondence:

1/7 Rural Coffee Caravan

Email requesting a visit to Framlingham on 5th August and information on Warmer Homes project. It was agreed for the Town Clerk to respond suggesting the Library car park as a venue.

2/7 East Suffolk Council

Email with information on Plastic Action Champions and an environmental volunteering opportunity. It was agreed to circulate to all Councillors for information and/or interest.

3/7 Visitor

Email advising that they had visited many towns and countries and it was a tonic to visit Framlingham and to see so many spotless shops and house windows, as most of Britain is post Brexit with its filth and degeneration.. Noted.

4/7 Resident

Email thanking the Town Clerk for her inspired idea of the floral cycles. Noted.

5/7 Suffolk County and Framlingham RBL

Thank you card for Armed Forces Day on 29th June. Noted

17. Matters of report or items for next agenda:

- Cllr Fisher reported that she had arranged for a new Glass Recycling bin to be placed in the Castle Car Park for public use.

- Cllr Wraight reported that the recycling bins in Fore Street were always full and overflowing. The Town Clerk advised that the telephone number to report this to SCN Ltd was 01394 444000
- The Town Clerk reported that she had received two enquiries relating to becoming a Town Councillor should a vacancy arise in the future.
- Cllr Hine reported on the potential 'road rage' comments on the Next Door app – Agenda item for Rights of Way, Highways and Lighting Committee.

18. Next meeting:

NO MEETING IN AUGUST

Tuesday 10th September 2019 at 7.00pm

Meeting closed at 8.56pm