

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 8th October 2019 in The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Election of Committee Chairman:

Cllr Kitching advised that he would be standing down as Committee Chairman at the next meeting.

2. Apologies:

None.

Cllr Fisher was not present.

Present:

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 members (Mrs Angelika Grant and Cllr C Eastwood) for item 5 and one member of the public

3. Declarations of Interest:

None.

The Chairman adjourned the meeting for the following:

4. Public Comment:

One person was in attendance in relation to CCTV for the town which he was felt would help with the detection of crime and also act as a deterrent. He noted that local CIL funds could be used to fund a system and felt that a survey was not essential as the evidence of need had already been established.

Cllr Kitching responded that a survey to gain the evidence of need would be a requirement for any use of CIL funds. Cllr Garrett queried the criteria for CIL funding and the Town Clerk advised that Town and Parish Councils have a greater degree of flexibility under the CIL Regulations which state that that Neighbourhood CIL can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.

The Chairman reconvened the meeting.

5. Minutes of previous meeting:

5181019 Cllr Kitching proposed the minutes of the meeting held on Tuesday 10th September (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Wraight and with 2 abstentions due to absence all were in favour.

Cllr Kitching then signed the minutes.

6. Town Council organised events:

Firework Spectacular Saturday 2nd November:

The Town Clerk reported on the progress to date and the final arrangements were discussed.

Cllr Kitching noted amendments to the Risk Assessment which was agreed.

Co-opted members were thanked for their help and support and left the meeting.

7. Markets:

➤ **Quarterly electrical inspection:**

The Town Clerk reported that RW Curle had met with NJB Contractors to discuss solutions for Pit 2 and a quotation of £3,310 had been received. She had requested clarification on the work required and also noted that there were insufficient funds in the budget to cover the cost, but additional quotations would need to be pursued in any case.

It was agreed for the Town Clerk to source further quotations itemising labour and materials separately, which would be considered further at the next meeting.

The Town Clerk noted that Pit 2 continued to be isolated.

➤ **Market Pitch Applications:**

Miss Sam Worrall – Bohemian Wrapspuddy

Application for a 10ft pitch with electric on a Saturday selling ethical vegan food, wraps, jacket potatoes with fillings, home-made cakes, hot filled rolls, hot and cold drinks using locally produced organic ingredients wherever possible.

Approved with the proviso of no hot drinks.

Gary Hulm – The Flavour Barn

Application for a 10ft pitch on the Saturday and Tuesday Market selling artisan Gin, DJ Wines, Artisan locally sources chocolate bars, sweet balsamic vinegars, Curry with love Curry Kits, ECCC Chilli sauces, Biltong, Local Sourced eggs, Suffolk Honey
Approved with the proviso of no eggs

Tanya Green – Green and Roses

Application to add to existing Market License: Home baked gluten-free goods including but not limited to Soda Bread plain and with fruit or dried fruit, Cakes (pistachio and rosewater, lemon and polenta, carrot and walnut, date and walnut, chocolate and almond) other sweet or savoury home-baked goods and red onion chutney plus locally produced pottery.

Approved Subject to receipt of a Food Hygiene Certificate.

8. Website:

No business.

9. Bottle banks in Fore Street car park:

1/10 Suffolk Coastal Norse Ltd (SCN)

Response regarding a complaint relating to noise nuisance. It was noted that there were three options: leave the facility in situ, relocate the facility or withdraw the service. It was agreed that withdrawing the service was not a favoured option. However, it was noted that a site in Station Road was being explored, but the result was not known at this time.

10. Communication Strategy Working Group (CSWG):

All discussion documents and notes of the meetings had been circulated to all Councillors for comment.

Cllr Wraight and Cllr Hine's documents would be condensed into a one page document where possible, and circulated prior to the Strategic Planning Forum.

It was agreed to confirm formally in the new policy that all Councillors have access to all documents etc as projects proceed.

➤ Town Survey:

The Town Clerk reported on the costs for printing and delivery via Community News:

Leiston Press: £464 x 1500 x A4 with 1288 delivered to Community News for distribution (£56.57) and the rest to the Town Council Office.

Micropress Printers: £368.06 x 1500 x A4 with distribution £56.57 via Community News and the rest to the Town Council Office.

Following consideration the Town Clerk was requested to obtain revised costs from both sources for 1800 copies to include some design work.

Cllr Hine and Cllr Wraight had been working on an updated draft Town Survey which would be circulated to committee members in time for consideration at the next meeting.

➤ Calendar options and costs:

Cllr Hine produced three options which were considered along with quotations provided by the Town Clerk from Leiston Press.

It was agreed to recommend approval to Full Council to approve the cost from Leiston Press to produce an A4 landscape 2021 Calendar.

11. Town Council Office matters:

No business

12. Framlingham Signs:

The Town Clerk reported that a second sign had been purchased locally and £100 had been received.

It was unanimously agreed to donate the £100 to HOUR Community.

It was agreed that the remaining two signs would be advertised locally.

13. CCTV:

It was noted that a resident had raised concerns at the last Full Council meeting on the fact that the committee had decided at the last meeting not to pursue a specific survey but to include CCTV questions in the whole Town Survey in 2020 when in their opinion other less important matters such as a table tennis table and

floodlighting on the Skatepark was being consulted on. Following further consideration it was agreed to circulate the Town Clerk's draft Survey to committee members for approval and then send to the Website and Framfare as well as the Framlingham Business Association.

The Town Clerk was requested to contact Inspector Jackson and the Police and Crime Commissioner Tim Passmore for a quote or information on supporting the initiative, following her positive meeting with them in the summer.

This item would be considered further along with the quotations received at the next meeting.

14. Framlingham Business Association:

Report of X19 meetings:

The Town Clerk reported that she had attended the last meeting when there was much discussion on the central Christmas tree and the details of the Festive Fram Event planned for Saturday 7th December. The next meeting would be held on Monday 28th October at 5.30pm

Report of AGM:

Cllr Wraight and the Town Clerk had attended the AGM and Victoria Perkins had been elected Chair for a further year.

15. Free Fram WiFi:

The Town Clerk reported that the second Data Analysis training date would be held on Thursday 24th October at 10.30am.

16. Wellbeing activities and projects – Cllr Hine

Cllr Hine had produced a Wellbeing proposal which had been circulated to members with the agenda.

There were four decision points which would be put forward to the Strategic Planning Forum.

Cllr Kitching suggested that Cllr Hine approaches other Councillors or volunteers to work with her on this matter.

17. Action Plans:

➤ Updates:

Addition of CCTV Survey

➤ Projects to be put forward for local CIL funding:

None.

18. Correspondence:

4/9 Historical Promotions

Proposal for a Medieval Market to coincide with the 750th Market Charter Anniversary (1270) next year.

Cllr Hine reported on her investigations and noted this type of event was more suited to larger towns and cities and the suggested times of year clashed with the Gala and Sausage Fest events. However, a more low key event could be held on the Market Hill in July subject to not clashing with other town events. Cllr Garrett agreed to assist and contact English Heritage and the Local History and Preservation Society as well as the Lanman Museum for information and support.

A small budget would be considered for 2021.

It was agreed for Cllr Hine to lead a project in July 2020, with details to be discussed further at the next meeting.

19. Annual Review of Risk Assessments:

➤ Saturday and Tuesday Markets

➤ Third Party events on Market Hill

Cllr Kitching had reviewed both documents and advised that there were no changes, which was agreed. All Risk Assessment documents would be presented to Full Council for approval in due course.

20. 20. Floral Fram 2020:

➤ Cycles x 4

The Town Clerk reported that 3 of the cycles and baskets had been removed for storage in the Cemetery and the remaining one was still flowering, so would be removed by the end of October. The Town Clerk was in the

process of planting pansies and bulbs in the 11 flowers tubs and War Memorial Garden as well as the Town Council window box.

It was agreed to continue with the 4 x Cycles for next year but with improved baskets. Cllr Simpson agreed to repair the damaged cycle and spray paint all four in time for the season.

➤ **Self-watering planters:**

The Town Clerk produced a brochure on the above and noted that several of the wooden barrel type flower tubs needed replacing as they were rotten.

The Town Clerk was requested to investigate further and produce options for consideration at the next meeting.

21. Budget 2020/2022:

The committees income and expenditure for the next financial year was considered and noted by the RFO. The final figures would be presented to the Finance and Strategic Planning Committee in December for a recommendation to Full Council in January.

22. St Michael's Church Christmas Tree Festival (Theme: Celebration):

➤ **Town Council tree:**

Cllr Simpson and Cllr Hine agreed to decorate the tree. The Town Clerk would advise of the details in due course.

23. Matters of report or items for next agenda:

➤ Election of Committee Chairman

20. Next meeting:

Tuesday 12th November 2019 at 7.00pm

Meeting closed at 20.59 pm