

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 9th May 2017 at 10 Riverside at 7.30pm**

1. Election of Committee Chairman:

Cllr Bennell proposed Cllr Kitching which was seconded by Cllr Hopkins with all in favour.

2. Apologies:

Apologies were received and accepted from Cllr G Kitching.

Cllr Bennell chaired the meeting in Cllr Kitching's absence

Present:

Cllr S Bennell, Cllr L Clouting, Cllr S Hopkins Cllr E Jones and Cllr B Roberts

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

3. Declarations of Interest:

None.

4. Public Comment:

None.

5. Minutes of previous meeting:

Cllr Bennell proposed the minutes of the meeting held on Tuesday 11th April (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins, with all in favour.

The Chairman then signed the minutes.

6. Soapbox Race:

Date: Sunday 21st May 2017

Final arrangements were discussed and agreed.

Cllr Hopkins, Cllr Clouting and Cllr E Jones provided an update on sponsorship and raffle prizes.

The Town Clerk provided an income and expenditure report to date and it was noted that there were other sponsors and raffle prizes in the pipeline.

7. Firework Spectacular:

Date: Saturday 4th November 2017

An application for a pitch at the event had been received from Sweet Sunrise Crepes, which was approved.

The Town Clerk would investigate a cost for new advertising banners to be considered at the next meeting

8. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Electricity Supply:**

Cllr Hopkins reported that a meeting had been held with R W Curle to discuss the quotation in more detail,

some points had been clarified and a revised quotation would be available for consideration at the next meeting.

The quotation for repairs as recommended on the last quarterly inspection report from Hudson's Ltd was considered. It was agreed not to proceed with the work as there were only minor non-urgent works identified and it was felt that the new system would address all matters. However, it was agreed to continue with the quarterly inspection which was now due, and consider the report at the next meeting.

➤ **The following Market Pitch Application was considered:**

Lucy Risbrow

Application for a casual pitch on Saturday and Tuesday Markets selling home baked products. Approved.

➤ **NABMA's Love Your Local Market (LYLM) Fortnight – 17th -31st May**

The Town Clerk reported that with the help of the Office Assistant (Jane Parlone) she had managed to secure LYLM merchandise in the form of bunting and printed bags funded by the Suffolk Coastal District Council's Economic Development Team. The LYLM flag would be flown on the Market Hill and a LYLM banner erected on the railings outside the Co-op. The Town Clerk and OA would supply the printed bags to all stall holders to give away to customers who purchase goods on the two Saturdays (20th & 27th May), each bag would contain an entry ticket for a raffle to be drawn after the event. The prize would be for a bag of market goods and/or services. They had also contacted all market traders for donations for the bags and these would range

from a £20 voucher for fish, a voucher for coffee and cake to a jar of pickles. It was hoped that this would raise the profile of the market and encourage more customers. A poster had been produced along with advertising on the NABMA's website, www.framlingham.com, Fram Market Facebook page and in the EADT and Framfare.

9. Website:

Cllr Bennell suggested a small scrolling banner box on the front page of the website reminding people about various local events, such as a reminder to vote in the local elections. It was agreed for Cllr Bennell to discuss this idea with the website manager.

10. Town Council Office Matters:

Advertising Signs and Town Council Policy:

The Town Clerk reported on the recent problems with unauthorised signage in the town, having removed and collected 28 sign boards relating to a recent one day event held in the town. There followed some discussion on the current policy, By-laws and the new Litter Strategy for England, which had been circulated to members for information prior to the meeting.

It was agreed to recommend approval to Full Council to amend the current Illegal Fly Posting Policy to include wording that all unauthorised literature removed would be destroyed.

It was agreed for the Town Clerk to send the revised policy, once approved, to various organisations suggesting that this be added to their Terms of Hire.

It was agreed for the Town Clerk to investigate a By-law in order to legally back up the policy.

Leaflet holder:

Cllr Clouting had looked into becoming a Visitor Information Point (VIP) but this would involve holding leaflets from all over the county and it was felt that these would take up too much room and local leaflets should take priority. Cllr Clouting had sourced an alternative leaflet holder for the Library which would hold all local leaflets including Town Council literature. Following further discussion Cllr Hopkins agreed to supply some leaflet holders from FAYAP for Town Council use.

Flower Tubs:

The Town Clerk reported that all the flower tubs had been successfully sponsored and she would carry out the planting of these and the War Memorial garden at the end of May. Volunteers were still needed to help with the watering.

Bus Shelter notice board:

Cllr Hopkins agreed to investigate the problems with the locks.

11. Framlingham Business Association:

The Town Clerk reported that she and Cllr Kitching had met with David Markham (FBA) and PCSO Hassler to discuss the suggestion of CCTV cameras in the town centre. The FBA representative had advised that there had been a mixed reaction from the businesses in the town, and felt that there was no great enthusiasm for the benefits. It was noted that the Police were very supportive as CCTV had been proved to be a good tool to detect crimes. The cost of a camera was £500 and it was felt that five would be sufficient. PCSO Hassler had agreed to consult further with the town centre businesses. ANPR cameras similar to the one in Southwold had also been discussed.

It was agreed to continue with the discussions and to request that PCSO Hassler reports his findings to the Town Clerk, in order that this matter can be considered further.

The Town Clerk reported that she had met with Jenny Stockman (FBA Chairman) at her request for a discussion on various events in the town, which had been quite productive. The FBA would be sending a member on a Traffic Management Qualification course and this member would also be a paid FBA event's organiser.

12. Framlingham Signs:

To consider further detail on replacement signs incorporating the town crest and 'Fairtrade Town'

Deferred to next meeting.

13. APM:

Debrief and how to improve promoting/content of meeting.

Deferred to next meeting.

14 Correspondence:

Bill Bulstrode:

Request for use of Market Hill on 1st December for Retailers Late Night Shopping Event.

The Town Clerk had sent an Event Management Plan, which had been completed as requested. Following some discussion it was agreed that an approved legal body or individual with appropriate event insurance to cover

public liability would be required before the request could be considered. The Town Council as owners of the Market Hill parking area would have no responsibility for the event, but had a responsibility as land owner to make sure all necessary insurance etc was in place. It was agreed for the Town Clerk to seek clarification on who would be responsible for the event, request a copy of the Event/PL insurance and Risk Assessment, which would be considered at the next meeting.

Minor revisions to the EMP were agreed.

Bill Bulstrode

Email advising that the river on Riverside looks a mess (weeds and rubbish), and there are cable ties on lamp posts where signs have been removed and the ties left. Weeds growing outside many businesses and properties throughout the town. Church wall from the chemist up to St Michael's Rooms has large weeds growing into the path and ivy growing over the wall. Suggesting that the FBA encourages businesses to clean in front of their properties and an article in Framfare to encourage home owners to tidy in front of their properties. At the start of visitors coming into the town Fram Gala not far off, Suffolk Day on 21st June, Armed Forces Day on 24th June.....all reasons to show off our town.

There followed some discussion and it was agreed to request that the SCN street cleaner uses some of the extra hours, which are paid by the Town Council from April – September, to concentrate on weeding the pathways in the centre of the town. It was also agreed to write to the Framlingham Business Association to encourage its members to clean up in front of their own premises. It was felt that due to insurance, risk assessments and health & safety requirements a working party would not be able to carry out clearance work on the riverbanks along Riverside. The Town Clerk advised that the FBA Chairman had agreed in principle to contribute to any cost for the clearance of the riverbanks in Riverside. The Town Clerk was requested to obtain a quotation for the work, which would be considered at the next meeting.

Bill Bulstrode

Email offering flags for Suffolk Day on 21st June and St Edmunds Day on 20th November (5ft x 6ft) at £6.99 each. Declined.

15. Allotment Competition 2017:

It was agreed for Cllr Bennell and the Town Clerk to organise the competition as usual.

There would be two separate classes:

Whole and half sized plots – Trophy and garden voucher for First and certificate and garden voucher for Second.

Quarter and third sized plots - Trophy and garden voucher for First and certificate and garden voucher for Second.

All prizes would be awarded at the Framlingham Horticultural Autumn Show in September.

Expenditure of up to £75 for gift vouchers and trophies from Budget Code 2114 was agreed.

It was agreed to ask Mervyn Howard to carry out the judging, which would take place in June/July.

16. Consultation Event:

Dates for next event plus use of FDDT trailer.

Deferred to next meeting.

17. 2017/2018 Action Plan:

Cllr Kitching had provided a list of updates for the Action Plan, which would be circulated and considered at the next meeting.

- Detailed and fully costed CIL funding nominations for IPC:

None.

18. Matters of report or items for next agenda:

Communication with the Public: Items for newsletters:

Flower tub sponsors and watering volunteers

Allotment Competition

Armed Forces Day

Matters of Report/items for next agenda:

None

16. Next meeting:

Tuesday 13th June 2017 at 7.30pm

Meeting closed at 9.05pm.