

**Report of the Public Relations and Markets Committee Meeting held
on Tuesday 12th January 2010 at 10 Riverside at 7.30pm**

1. Apologies:

Mr N Corke and Mr C Galloway,

Present:

Ms S Bennell, Mr K Coe, Mrs C Girling, Mr J Lucas and Mrs C Youngs (Chair)

In Attendance:

Eileen A Coe (Town Clerk) and Co-opted members Mr S Merry, Mr S Hopkins and Mrs H Ball.

2. Public Comment

None.

Town Council Events

3. Go Cart Race

Risk Assessment:

Steve kindly provided a revised risk assessment which was read out to the members present and the contents reviewed and agreed.

Insurance: Eileen advised that insurance for the event was subject to a satisfactory risk assessment. Eileen was requested to contact the insurers with the details and the response would be discussed at the next meeting.

Date: Confirmed as Sunday 9th May.

It was agreed for Eileen to make a provisional booking for St John Ambulance to attend.

It was agreed for Eileen to write to SCDC requesting a road closure for the Market Hill from Bridge Street to the top of Church Street from 9am - 6.30pm, to allow time for setting up the event.

Steve agreed to investigate the required accredited contractor to put out the diversion signs.

Eileen to advise the Community Baptist Church and St Michael's Church of the event.

Eileen to invite Jay's Ice Cream to attend, £50 pitch fee.

Once insurance has been confirmed it was agreed for Eileen to contact all the eating establishments around the Market Hill, advising of the date and details of the road closure etc, inviting them to open and to financially sponsor the event. They could then be included in the advertising. It was also agreed to advise the Castle and Castle Inn. It was also agreed for members to investigate a main sponsor for event and report back to the next meeting. Ms Bennell kindly offered a full page advert in Framfare and details of the event would be put on the Framlingham.com website.

Correspondence:

Open Weekend in Suffolk - Grants of up to £500 for events held 23rd – 25th July. Noted, but it was decided that the date is not suitable for the Go Cart event due to the start of the school summer holidays.

Mike Rumsey – Colchester Engineering Society – email expressing interest in Go Cart Race event and providing details of The Colchester Robot Chariots 2010 and The Family Recycling Challenge 2010.

(Correspondence item11) Passed to Spadge for response.

4. Firework Spectacular 2010

Eileen reported the final figures for the 2009 event:

Income: £7,259.31

Advance Tickets £2,275.00

On the night £4,403.50

Beer and Mulled Wine £446.75

Sparklers £84.06

Trade pitch £50

Expenses: £5,116.38

Temporary Event Notice £21.00

Toilet £100

Date changes to signs £40

St John Ambulance £150.00
Mulled wine £129.13
Kinbolton Fireworks £4,500.00
New lights £83.45
Bulbs £3.56
Earl Soham Brewery (Beer) £89.24

£2,000 profit transferred to Reserve Account as agreed at last meeting.

Correspondence:

24. Dynamic Fireworks - Brochure and information. Circulated for information.
Helen, Spadge and Steve left the meeting.

Public Relations

5. Website

It was agreed to provide a link to the Fram Archive Group from Framlingham.com.

6. Town Council Office Matters

The Town Clerk reported that the middle bollard on the private car park has caused some problems, when it is left up people walk into it and when it is laid flat they trip over it. It was agreed to attach some hazard tape to all the bollards to make them more visible, and to lay the middle one flat when the car park is open.

7. Notice Board

The Town Clerk reported that the costs requested for refurbishment had not yet been received.

8. Jeffreson's Well

The Town Clerk advised that Mr Lowe had requested clarification on the Town Council's response, and she had confirmed that a report from a structural engineer is required before proceeding further. A response is awaited.

9. Riverside

Mr Corke had provided a land registry map of the areas to be identified, and it was agreed for the Town Clerk to write requesting the required information .

10. Other Correspondence received:

9. Suffolk Acre

Questionnaire relating to views on the current financial/banking services offered by the Post Office and any new services that could be introduced. Mrs Youngs read through the questionnaire and it was felt that a response on behalf of the community was inappropriate and a consultation aimed at members of the community who actually use these services would be more constructive. The Town Clerk was instructed to respond.

Markets:

11. Tuesday Market

It was noted that traders had difficulty locating the electric supply under the snow.

12. Saturday Market

The Town Clerk advised that PCSO Mary Thompson had reported that in discussion with the Market Supervisor it appears that cars being parked on Market Hill after 6am is increasing, causing a problem for the market traders setting up. The Police response team (based at Woodbridge and Halesworth) considers the problem a grade at 3 or 4, as it is not an emergency, so no one is attending and tickets are not being issued. The SNT is not on duty until 9am at weekends. Sgt Daye Goddard has now addressed the situation and as the problem seriously impacts on the towns market days, she will endeavour to have SNT early cover on these days, and has asked PCSO Mary Thompson to research and ensure the owners of recent offending vehicles receive warning letters, and ensure offending vehicles receive parking tickets.

13. Market Pitch Applications to be considered:

None.

14. CVOCM 6th December 2009

Report on Event:

The Town Clerk reported that she had contacted businesses premises in the town as requested at the last meeting, and the majority had felt it a waste of time opening for the event. However, one or two felt that it was worth doing again, as it was felt that more people would be expected once they had got used to the idea of the shops etc being open. 18 different organisations had attended the Market and all were very pleased with the turn

out and all had raised significant funds. Several thank you notes and phone calls had been received. The Safer Neighbourhood Team and the Fire Service, including the fire engine had also been in attendance. A good crowd formed for the Light up a Life Service and the hot soup and mince pies all disappeared very quickly. Mrs Youngs felt the service should have a new format next year, with different carols, shorted readings and be generally upbeat. Mrs Youngs felt that the Gospel Choir was not as lively as expected. However, some positive feed back on the singers had been received. It was agreed to consider new ideas for next year at the August committee meeting, before inviting St Elizabeth Hospice to join in.

29. Framlingham Guides

Thank you letter for the £100 donation for funds for providing the soup for the CVOCM. Noted.

40. St Elizabeth Hospice

Letter thanking the Town Council for supporting the Light up a Life event. Noted.

15. Matters of report or items for next agenda

The Town Clerk reported information from the Town Council insurers regarding the procedure for the markets and public car park during winter weather conditions. The Town Council has a duty of care under the Occupiers Liability Act, and the area should be safe for what is intended, as it is inviting people to attend, and if not the Town Council should take all reasonable precautions to make it safe, if it is not safe then the market should be cancelled and public requested not to park on the Market Hill area. The only way to do this is to erect a sign advising vehicles not to park during bad weather conditions. The Town Clerk had contacted the Market Supervisor, who with other traders had advised that they would support the decision to keep the market open, as goods and supplies had already been purchased in advance. She had also contacted other towns including Halesworth, Beccles and Bungay who all grit their market areas. Woodbridge do not grit and hold the same view as the Town Council, that if they grit the area they could be held liable in the case of an incident.

In consultation and agreement with Ms Bennell and Mrs Youngs, 6 bags of salt had been purchased as the grit bins on the Market Hill were empty, and the Town Clerk had instructed the Grounds Contractor to salt the market area when putting out the bollards. The Town Clerk had contacted Suffolk County Council to request a refill of the grit bins in the town, most of which had now been done. The Town Clerk advised that the risk assessments should be updated and clear instructions given to the Grounds Contractor, with gritting being logged to provide a record in the case of any complaints or incidents. The Town Clerk suggested that more information should be obtained from the H&S Executive on this issue, which was agreed. The members considered the information from the insurers and agreed on a new course of action:

The Risk Assessments for the Saturday and Tuesday Markets were reviewed and amendments agreed.

The Risk Assessment for the Market Hill parking area would be discussed at the next meeting when further information had been obtained.

Mr Coe would highlight the problems at the next SALC Area meeting.

The Risk Assessment for the Town Council Office was amended to add the gritting of the path and the amendments agreed.

It was agreed to instruct the Grounds Contractor to carry out the gritting of the Office pathway and Market area and to log the details. The Town Clerk would provide a record sheet.

Fairtrade Fortnight – next agenda

16. Next meeting:

Tuesday 9th February at 7.30pm