

**Report of the Public Relations and Markets Committee Meeting held  
on Tuesday 9<sup>th</sup> February 2010 at 10 Riverside at 7.30pm**

**1. Apologies:**

Mr N Corke and Mr J Lucas

**Present:**

Ms S Bennell, Mr K Coe, Mr C Galloway, Mrs C Girling, Mrs J Lelliott, Mrs C Youngs (Chair)

**In Attendance:**

Eileen A Coe (Town Clerk) and Co- opted members: Helen Ball Steve Merry and Spadge Hopkins

A warm welcome was extended to newly co-opted Councillor Jane Lelliott

**2. Public Comment**

None.

**Town Council Events**

**3. Go Cart Race**

Insurance – approval from Allianz had been received and there would be an additional premium of £105.00 payable. It was unanimously approved to proceed.

Road Closure – confirmation of receipt of the request had been received from SCDC, and a response will follow after consultation with the Suffolk Police and Highway Authority.

Road closure signs and implementation – Steve to organise

Police – Email sent to Sgt Daye Goddard advising of the event - acknowledged

Jay's Ice Cream - booked

Rev Graham Owen and Rev Gill Lee – email sent advising of the event – acknowledged

Framlingham Castle – email sent advising of the event – no response

St John Ambulance – booked and the terms and conditions were unanimously approved. A donation of £150 was agreed.

Advance warning letters- draft approved, and will be delivered to premises along the route the week before the event.

Letter to food outlets advising of the event and inviting them to open and/or sponsor the event as no mobile catering has been booked – draft approved and would be sent as soon as possible

Advance Warning poster – Spadge to edit

Rules and Regulations and Application form – Spadge to edit

Eileen to make available to download from framlingham.com website as soon as possible.

Entry fee – It was unanimously agreed to charge £5 per cart per category, and encourage entrants to apply in advance by advertising limited numbers.

It was agreed to provide an advertising feature for the Framfare publication.

It was suggested to put the video of last year's event via a link from the Framlingham.com website to youtube.

To be discussed further at the next meeting

Eileen had compiled a list of last year's applicants' and it was agreed to send these an application form and rules, via email where possible.

Press Release – next meeting

Bales – Helen agreed to contact various sources for supply and cost of bales, to be discussed further at the next meeting.

It was agreed for Eileen to contact Suffolk Coastal Services Ltd to request the mechanical sweeper cleans through the route on Monday 10<sup>th</sup> May, and also a cost for this service.

**4. Firework Spectacular 2010**

A meeting would be arranged with Simon Page to discuss requirements later in the year.

**Correspondence:**

None.

### **Event equipment:**

It was noted that the following items of equipment were now not needed anymore and could be sold:  
8 lights (3 sets of 2 plus 2 spare and 3 tripods) all in good condition and good quality (new lighter weight halogen lights had been purchased last year)

1 tent - Shrike6 – sleeps 6 (used once for Fun Run registration)

1 Bouncy Castle – large lorry style in good condition (no longer required and space need in shed)

Sponges – several bags of small unused sponges (left over from the Fun run event) It was agreed for Spadge to offer these to the Primary School for the art department.

Following some discussion Mrs Youngs proposed to recommend approval to Full Council for the sale of 8 lights and 3 tripods (3 sets of 2, plus 2 spare), 1 lorry style bouncy castle and 1 tent (Shrike6 – sleeps 6), which was seconded by Mr Coe with all unanimously in favour. Once approved an advert would be put in Framfare and on the Notice Board with a guide price, requesting sealed bids. The details of this would be discussed at the next meeting.

There being no further business the co-opted members left the meeting

## **Public Relations**

### **5. Website**

Ms Bennell declared an interest in the next item and signed the Interest Book. The suggested link from framlingham.com to framfare.com was considered. Mrs Youngs proposed to approve a link from Framlingham.com to framfare.com, which was seconded by Mr Galloway, and with one abstention due to interest all were in favour.

A request had been received for the monthly Police Reports to be added to the website. Town Clerk has responded and the reports are now included.

Mrs Youngs advised that there are several premises in the shopping section that are not included or are incorrect. It was noted that the new Directory, which is currently under construction, will replace this part of the site.

### **6. Town Council Office Matters**

None.

### **7. Notice Board**

No further action.

### **8. Jeaffreson's Well**

A response had been received from Gary Lowe (SCDC), attaching an independent report carried out by Stroud Associates Ltd, commission by SCDC by request of the Town Council. SCDC will undertake all the works identified in the report, if the Town Council then take on the responsibility for the future maintenance of the structure. The Town Clerk advised that both SCDC and the Town Council can find nothing to show that they either own or have any responsibility for the structure. Therefore as a consequence of not being able to establish title, this cannot be a straight forward transfer; it will more be some form of deed to transfer whatever interest that SCDC may have, to the Town Council. Following some discussion it was felt that insurance for the structure would be too costly, but future maintenance would be minimal and could be budgeted for each year. Therefore, it was agreed to proceed and retain this asset for the town

Mr Coe proposed to recommend approval to Full Council to add Jeaffreson's Well to the Town Council Asset Register, and take over responsibility for the structure from SCDC, following the completion of all the works identified in the independent report, which was seconded by Ms Bennell, with all unanimously in favour.

### **9. Riverside**

It was noted that the work to Riverside railings started on 8<sup>th</sup> February and is expected to take 8 weeks.

A response from Land registry with costs and information required for the search of ownership of two areas of land in Riverside had been received. Correspondence item 23. It was agreed for the Town Clerk to complete the application form and proceed with the search.

### **10. Fairtrade Fortnight**

Mrs Youngs proposed for the Town Council to sponsor the photocopying and laminating for the event, which was seconded by Mr Coe with all unanimously in favour.

## **11. Other Correspondence received:**

### **21. Todd Christian**

Email requesting hire of Pageant Field in September 2010 for family circus. (Correspondence item 21)  
It was noted that the last time a circus had attended some years ago, a great deal of damage had been done to the field as it had been wet when the vehicles left, and the ruts in the ground had taken some time to heal. There was also some concern about the noise nuisance element to the nearby properties, as generators would be used for the week and possible damage to the five a side football pitch. It was noted that the circus had been at Valley Farm in Wickham Market last year, which was more suitable venue and quite near to Framlingham for those wishing to attend. The members had looked at the circus website and felt that the charges were high for this type of family event. Following some further discussion Mr Coe proposed to refuse the circus the hire of the Pageant Field, which was seconded by Mrs Lelliott, with all unanimously in favour.

### **25. Suffolk Constabulary**

Questionnaire regarding the service delivered to parish councils. Completed and the Town Clerk was requested to respond.

### **34. Volunteer Centre, Framlingham & District**

Measuring and improving our impact feedback questionnaire. It was felt that the questions were not applicable to the Town Council, as the Town Council support the Volunteer Centre on a continual basis. The Town Clerk would respond.

### **2. Suffolk County Council**

Request to display information relating to the Stars of Suffolk Awards. Noted.

### **4. Suffolk Coastal District Council**

Details of payment of £89.98 representing a community recycling grant for the period October to December 2009. During this time 22.243 tonnes of waste were collected for recycling. Noted.

## **Markets:**

### **12. Tuesday Market**

No business.

### **13. Saturday Market**

The Town Clerk suggested a spring advertising feature for the markets. This was unanimously approved and the Town Clerk was requested to investigate further, and provide information to the next meeting.

### **14. Winter weather conditions**

The Town Clerk reported that she had carried out extensive investigations and received information and advice from the H&S Executive, Suffolk Association of Local Councils, Allianz Insurance and Suffolk County Council. She had also attended the Big Freeze Event hosted by Suffolk County Council at Endeavour House, where attendees all had very similar experiences and questions. There appears to be no definitive answer on whether it is safe to grit or not at this time, but Suffolk County Council hopes to give feedback from the event within the next two weeks or so. The Town Clerk noted that copies of all the information including newspaper clippings are available on file, if anyone wishes to read them.

Market Hill parking area risk assessment – next meeting

The revised risk assessments for the Saturday Market, Tuesday Market and Town Council Office were considered

Mrs Youngs proposed to approve the three revised risk assessments, which was seconded by Mrs Girling with all unanimously in favour.

## **15. Market Pitch Applications to be considered:**

### **Alida Roy**

Application to attend the market selling cakes and biscuits. Correspondence item 5. The Town Clerk reported that Mrs Craig had advised that she would no longer be attending with her cakes for charity. The application was unanimously approved. The Town Clerk would respond.

## **16. Correspondence:**

### **30. Simon Faro**

Email wondering of the Town Council is interested in having Italia Piazza visit Framlingham on 12<sup>th</sup> or 13<sup>th</sup> March 2010. It was noted that the Italia Piazza had been held in Wickham Market and Saxmundham recently. Mr Coe proposed to decline the offer, which was seconded by Ms Bennell with all unanimously in favour.

## **17. Matters of report or items for next agenda**

### Matters of Report:

- The Town Clerk reported that the new Community Directory is to be published in early March.
- Ms Bennell reported that the Town Council News would be published in Community News every quarter from March.
- Ms Bennell reported that she would also publicise the availability of the Town Council Committee Room for use by local volunteer organisations.
- It was reported that the BQP car park is full of litter – inform ABN and SNT

### Next Agenda:

- Floral Fram
- Annual Parish Meeting
- Annual Newsletter
- 5/10 Year Plan - Workshop Actions
- Costs for extra street cleaning from April – September from Suffolk Coastal Services Ltd - long handled litter picker for riverbank would be needed, once new posts and rails installed.
- Town litter clearing initiatives

## **18. Next meeting:**

Tuesday 9<sup>th</sup> March at 7.30pm