

**Report of the Public Relations and Markets Committee Meeting held  
on Tuesday 13<sup>th</sup> July 2010 at 10 Riverside at 7.30pm**

**1. Apologies:**

**Present:**

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

**In Attendance:**

Eileen A Coe (Town Clerk)

**2. Public Comment**

None.

**Town Council Events**

Firework Spectacular agenda items to be discussed at the meeting to be held on 14<sup>th</sup> September

**Public Relations**

**4. Website**

The draft Sponsorship terms of reference and application form was unanimously approved. It was agreed that any sponsors wishing to have an advert designed should contact the website manager direct for a separate cost payable to himself.

**5. Town Council Office Matters**

- Outside decorating quotations

Estimates had been received from Moore Bros and Keith Whatling. Paul Emeny and Paul Morgan were both too busy to quote for the work at this time, but would be interested in any future work. Following consideration Mrs Youngs recommended to put the estimate from Keith Whatling forward for approval by Full Council on 5<sup>th</sup> August, which was seconded by Mr Coe with all in favour.

- Boiler servicing

It was unanimously agreed for the Town Clerk to arrange the annual servicing of the gas boiler with Steve Newby.

**6. Town Centre Manager**

The Town Clerk reported that she had attended the Business Association meeting on 8<sup>th</sup> July. The FBA structure will be the first item on the agenda for the next meeting on 5<sup>th</sup> August, as until they formalise themselves no progress can be made. The FBA appear to be very keen to work with the Town Council to establish a Town Centre Manager. However, high on the list of priorities was Christmas including a late night shopping event, involving local children making angels which could be displayed in the shop windows and Christmas lighting, when everyone agreed that they would rather have small trees with twinkling lights in all the shops, rather than a large tree taking up valuable parking spaces in the centre of the Market Hill. A joining fee was discussed and it was suggested that a £1 a week reasonable cost for FBA membership, which could be easily recouped back from discounts offered to each other within the group and part of the fee would be used to advertise the town as a whole to save members advertising individually. It was also suggested that the Business Directory on [www.framlingham.com](http://www.framlingham.com) could be linked to the FBA combining resources and reaching a wider audience. A shopping guide leaflet similar to that produced in Woodbridge was also considered. The Town Clerk would attend the next meeting and raise any issues as required.

**7. Floral Fram and Flower tubs**

A response had been received from Suffolk County Council regarding the suggestion to plant round the four Lime trees on Market Hill. Mr Fawcett advised that one is the responsibility of SCC, but the rest are in private ownership and if required a licence could be issued for the planting. It was agreed for the Town Clerk to apply for a licence for one roundel, subject to confirmation of correct location. The expenditure for compost and plants was also agreed. The Town Clerk provided costs and options for replacement planters, which were considered. It was agreed for the Town Clerk to investigate options and costs for round self watering planters and report back to the next meeting. Ms Bennell advised that she and Mrs Youngs would draw up a shortlist of entries for the Allotments Class, which would then be judged by Paul Mothersole later this week. Unfortunately due to changes in licensees, only two premises are eligible for the Pubs and Inns class, so this class has been cancelled. George Culpan had kindly agreed to judge carry out the judging of the Shops and businesses class. It was agreed for the Town Clerk to raise the issue of Floral Fram at the next FBA meeting, to see if more interest could be attracted for future years.

**8. Weights for Marquee**

To investigate and consider the purchase of weights for the marquee – deferred to next meeting. Mrs Youngs to investigate.

## **9. Town Guide**

Quotation for printing costs- item 6

3,000 copies = £1587.07 + vat

4,000 copies = £1882.76 + vat

The Town Clerk reported that the EDSF application had been sent and noted that if unsuccessful the committee would need to budget for the cost in 2011/12.

## **10. Fram Bag**

The designs, size, quantity and cost options were considered in some detail. It was agreed to investigate further options for a 30cm x 30cm x 15 gusset, natural jute bag, with the design depicting the outline of the Castle and advertising [www.framlingham.com](http://www.framlingham.com). To be discussed further at the next meeting.

## **11. Town Flag**

It was agreed for the Town Clerk to obtain costs for a larger flag, to be discussed at the next meeting.

## **12. Honorary Freedom of the town**

Agenda item request from Full Council meeting 1<sup>st</sup> July – Mr N Corke

Deferred to next meeting to allow the Town Clerk to obtain further information and options.

## **13. Correspondence:**

### **Suffolk Constabulary – item 14**

Changes to the opening hours of public enquiry desks at police stations. Put on circulation.

### **Suffolk County Council – item 15**

Anti- social behaviour and confidence – letter from Councillor Rae Leighton – Portfolio Holder Public Protection and Chairman of the Safer Suffolk Partnership Board. Put on circulation.

### **Big Lottery Fund – item 26**

Acknowledgment of application for Awards for All grant, towards the proposed new signs boards. Noted.

### **Suffolk Coastal District Council – item 31**

Acknowledgement of application for EDSF grant, towards the proposed new sign boards. Noted.

### **Suffolk Police Authority/Suffolk County Council – item 35**

Letter advising of a joint working partnership to review properties currently occupied in Ipswich town centre and the wider southern area of Suffolk for improved service delivery. Put on circulation.

## **Markets:**

### **14. Tuesday Market**

No business.

### **15. Saturday Market**

The Town Clerk reported that the quarterly inspection of electric sockets was carried out on 9th July.

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

### **Carole Tilston**

Request to include hand sewn and knitted/crocheted items and crafts including bags, bunting and pot pourri filled bags, wooden hand painted signs e.g little signs saying "I'm in the garden", "Walking the dog" etc and decorated mirrors for children's rooms. Agreed subject to items being 'home made'.

### **Licenses:**

The Town Clerk reported that the Annual Licenses had been completed and the following amendments were agreed. Jon Everett - license wording amended to include 'shabby chic style' furniture. Gosia Hobson - Ice cream omitted. Lindsay Best- Old kitchenware added

The Town Clerk reported that she would collect the casual trader rents while the Market Supervisor is on holiday for 2 weeks.

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

Mr Coe requested that a meeting be set up with Flagship Foyers in College Road, to discuss the recent problems and what procedures are in place. The Town Clerk was requested to write to the manager asking if he would be willing to meet with members.

Mrs Youngs reported that there is a lot of litter and glasses etc overflowing onto the pathway outside the White Horse Pub. The Town Clerk would report the problems to SCDC.

The Carley and Webb premises was also discussed and the Town Clerk was requested to raise this issue with the FBA.

## **18. Next meeting:**

Tuesday 10th August at 7.30pm