

**DRAFT MINUTES for the Framlingham Town Council Public Relations and Market Committee.**

**6:00pm Tuesday 13<sup>th</sup> April 2021 Via Zoom.**

## **1 APOLOGIES**

**Apologies were received** and accepted from Cllr Kitching

### **Present:**

Cllrs Garrett, Hine (Chair), and Wraight

### **In Attendance:**

Mrs E Coe (Town Clerk/RFO) Mr James Overbury (Deputy Town Clerk) and two members of the public

## **2 DECLARATIONS OF INTEREST**

None.

## **3 MINUTES OF PREVIOUS MEETING**

**Cllr Hine proposed** that the minutes of the previous meeting were an accurate record which was seconded by Cllr Wraight with all in favour.

**The Chair proposed to adjourn the meeting which was agreed.**

## **4 PUBLIC COMMENT**

A member of the public questioned how the Town Council were proposing to deal with the recent bout of anti social behaviour. Cllr Hine replied, saying that the issue was on the agenda for the meeting.

Another member of the public asked if the Town Council had considered funding for a police presence or private security services for the town. Cllr Hine noted this question and replied that the issue was on the agenda for the meeting.

**The Chair reconvened the meeting which was agreed.**

## **5 MARKETS MANAGEMENT**

### **5.1 Saturday & Tuesday Markets:** – Town Clerk / RFO

Market Pitch applications - all new applications on hold ref Covid regulations

**The Town Clerk recommended** waiting until June before opening up the market to more traders due to the continuing Covid-19 restrictions, which was agreed. Whilst there was space for 2 more pitches, the Town Clerk noted that there were 13 traders on the waiting list.

### **5.2 Market Electrical test report**

**The Deputy Town Clerk (DTC) reported** that the test was satisfactory and noted that one point remained out of operation due to it being water logged.

## 6 CORRESPONDENCE

### 6.1 Report on public art

The DTC reported that he had spoken with the artist who was not seeking funds but that the Town Council was supportive of his ideas.

## 7 COMMUNITY ENGAGEMENT & EVENTS

### 7.1 Framlingham Business Association: - Cllr Wraight

Cllr Wraight reported on her attendance at the last meeting:

- The FBA are working to increase their membership.
- They have put their events on hold.
- They are discussing how to move forward with the free wifi with ESC
- The FBA support the Castle Community Rooms development.

Their next meeting is on the 19<sup>th</sup> May Cllr Wraight and the DTC would be attending.

### 7.2 Events for 2021

Cllr Hine recounted the known list of events that would normally be occurring in the town but due to Covid-19 restrictions many were believed not to be happening this year.

Cllr Wraight agreed to enquire whether the Sausage Fest was going ahead and report back to the committee.

The Town Clerk advised that FTC could not insure any event unless it was organising the event itself.

Cllr Hine proposed to recommend to Full Council that the Firework Spectacular should not be planned for in 2021, which was seconded by Cllr Garrett with all in favour.

Cllr Garrett reported that the Camera Club hoped to hold its exhibition in the Unitarian Church on 18<sup>th</sup> August.

It was agreed that Cllr Hine would investigate the scope for a town event in November and report back to the Committee.

It was agreed that Cllr Wraight ask the FBA if they were planning any Christmas events this year or any contribution to the Christmas tree on Market Hill and report back to the next meeting.

It was also agreed Cllr Hine and the DTC would draft a letter to the Schools and FAYAP encouraging and offering support for them to take part in events at Christmas, and report back to the meeting. If positive it was hoped that more groups could be encouraged to join in.

It was agreed to ask the Rights of Way, Highways and Lighting Committee to Consider reinstating the rights of way walks.

It was noted that with the introduction of Civil Parking Enforcement closing the Market Hill for parking on a Sunday would require a TRO. The DTC would check the cost and process.

It was agreed that Cllr Hine would investigate a 'Great Get Together' Covid-19 safe event and report back to the next meeting.

### **7.3 Police Crime figures**

**Cllr Wraight** stated that following the recent spate of vandalism and other incidents in the town the Town Council had a duty to listen to residents concerns and be more proactive working with other organisations to provide solutions for the problems.

Cllr Hine reported that FTC had met with FAYAP and agreed to work together to try and address the issues on the Pageant Field.

Concerns were expressed that due to the Covid restrictions the Youth Services could be seen as monopolising the Pavilion on the Pageant Field and a Youth Facility solely for their use and not a resource for everybody as was intended. It was hoped soon that it could be used by more groups and this would redress the balance and perception.

Cllr Hine reported that FTC had written to all the candidates for the Police and Crime Commissioner asking what their intentions were to address issues affecting Framlingham and surrounding areas.

It was noted that a notice had been drafted by Cllr Wraight for the website and social media alerting people to report anti-social behaviour to the Police.

The Town Clerk reported that she will be attending the Police Locality meeting and Framlingham Police and Community Partnership meeting next week with Cllr Wraight and would report back to the next Full Council meeting. It was suggested that following those meetings, the Town Council discuss actions it could take moving forward.

Cllr Wraight reported there was potential funding from ESC for initiatives on anti-social behaviour and it was agreed to investigate possibilities.

## **8 GENERAL MANAGEMENT / STATISTICS & POLICIES**

### **8.1 Website Visitors / WIFI Footfall / Geo-sense - Reports:**

**It was noted** that 2000 people visited the site last period and this was a further 10% reduction.

It was agreed to request a complete record of the data on website use from the website contractor.

## **9 WEBSITE**

### **9.1 Website Management / Updates / Revisions:**

Report on recent changes & any issues arising

**Cllr Hine reported** that a list of corrections to the website had been given to the website contractor who would upload them. In addition, Cllr Hine reported that a notice alerting people how to report crimes and anti-social behaviour had been prominently posted on the website. Cllr Hine reported that she was drafting a simpler version of the directory

structure for the website. Cllr Garrett suggested that a 'FAQ' section could be added to help people navigate through the website, and Cllr Hine would look to incorporate that.

## **9.2 Update from New Website Working group**

**Cllr Hine reported** that the website working group had been investigating ways to reduce costs through staff and Councillors uploading documents. Cllr Wraight queried what action would be taken if the community did not use the new website and advised that the community need to be consulted so the Town Council could ensure it meets their needs. Cllr Wraight noted that the Town Survey revealed many residents do not visit the current website for community information, it was used mainly by tourists/visitors. It was agreed that Cllr Garrett would draft a questionnaire to put to the community to ascertain what people would find useful and use the website for so that the website content could be revised accordingly. It was noted that Leiston was a further Town Council to have recently updated its website and the Working Group would look at their navigation and display alongside other sites.

## **10 COMMUNICATIONS**

### **10.1 Social Media - Instagram:**

Monthly updates & any issues arising

**The DTC reported** that there were now 1,110 followers on Instagram, and that there had been many posts by the Town Council designed to raise the profile of Council activity, issues and support.

### **10.2 Discussion about TC printed news and Framfare.**

**Cllr Hine proposed** that up to £50.00 be spent from budget 2105 on a final Covid-19 article to be published in Framfare, which was seconded by Cllr Garrett with all in favour.

It was noted that the publisher of Framfare was subsidising publications themselves and it was suggested they apply for a Town Council grant as it was popular with the community.

**It was agreed** that Cllr Hine would establish the cost and process for the Town Council to pay for two pages in Framfare which is printed every two months, and put this to the next Committee meeting in May.

### **10.3 Annual Town Council Newsletter: – Cllr Hine.**

Cllr Hine reported that this had gone to the printers.

### **10.4 Calendar 2022-23**

**The type of layout** and design of the 2022 Calendar was agreed. It was agreed to finalise the choice of photographs via email.

Cllr Hine proposed that Leiston Press be asked to print the 2022 Calendar at a cost of £467.00 for 200 copies from budget 2105 which was seconded by Cllr Wraight with all in favour.

It was noted that the sale price of the calendar would be £5.00.

### **10.5 New Welcome Pack Folder and welcome leaflet**

This item was deferred.

## **11 PROJECTS**

### **11.1 CCTV – Cllr Kitching**

**The DTC reported that he was still seeking advice from ESC planning department.**

### **11.2 Community Notice Board:**

**The DTC reported** that the person making the notice board was meeting him the following day to discuss the location. It was noted that the DTC had been advised by ESC that planning permission was not required as it could be installed under the Town Council's permitted development rights.

### **11.3 Fram WiFi**

**Cllr Hine reported** that a meeting was set up next week to clarify issues regarding the WiFi within the Town Council and that she was drafting a response to ESC. Cllr Garrett agreed to review the email for the DTC to reply.

## **12 ACTION PLAN & NEW PROJECTS**

### **12.1 Projects for local CIL funding & Community Area Partnership funding:**

None reported.

### **12.2 Action Plan Updates: – Cllr Hine**

**Cllr Hine reported** that she would update the Action Plan in the new format for the next meeting.

## **13 MATTERS OF REPORT**

It was proposed that PR&M Committee meetings start at 7:00pm in future and this was agreed.

## **14 NEXT MEETING**

### **Items for next agenda:**

Review TOR for Committee

Action Plan review of 2021

**Date of next meeting: Tuesday May 18<sup>th</sup> at 7pm and, Covid-19 restrictions permitting, this would be a face to face meeting in the Town Council Office.**