



## BUNGAY TOWN COUNCIL BUSINESS, TOURISM & HERITAGE COMMITTEE

**Minutes of the Business, Tourism & Heritage Committee held on  
27<sup>th</sup> of July 2023, 7.00 pm at the Bungay Community Centre, Old Grammar Lane, Bungay, Suffolk NR35  
1PU.**

### **Members in Attendance:**

Councillor Members – Cllr. Adams, Cllr. Betts, Cllr. Dawes, Cllr Laurence. Cllr Crickmore and Cllr Hindes also attended.

Non - Councillor members – S. Honeywood (Friends of St Mary's), K. Parker (Town Trust).

None attended via Zoom.

Roz Barnett (Town Clerk), Tina Newby (Locum Clerk).

### **BT&H -01- 27/07/2023 - Apologies for Absence:**

Apologies for absence were received from Toto Martinez and Lorna Richardson. Apologies were received during the meeting from Cllr Severyn.

### **BT&H -02- 27/07/2023 - Declaration of Interest & Requests for Dispensations:**

Cllr. Hindes declared a pecuniary interest in agenda item 06 regarding providing a quote for electrical work.

### **BT&H -03- 27/07/2023 - Public Forum: Meeting closed for public participation:**

Nothing was discussed.

### **BT&H -04- 27/07/2023 - To approve the minutes outstanding:**

To approve the minutes of the Business Tourism and Heritage Meeting 25<sup>th</sup> of May 2023 and the notes of the BTH working group 22<sup>nd</sup> of June 2023

Both the Minutes and the Working Party notes were approved. Although it was noted on the minutes under the Christmas Lights section the budget item should have read £10,000 and not £1,000. The Locum will change this and get the minutes signed.

Cllr Dawes mentioned that he was able to get the Temporary Event Notice for 27<sup>th</sup> of September 2023, not knowing that the date had changed to 17<sup>th</sup> of September, he will try and get the notice amended.

**RESOLVED: Proposed by Cllr. Adams and seconded by Cllr Betts the minutes and the working party notes were unanimously approved.**

### **BT&H -05- 27/07/2023 – To consider changes to the Business Tourism and Heritage Committee:**

- a) To consider change the name to Tourism and Heritage Committee.
- b) To note policy on non-councillor members and voting arrangements.

The above items were discussed in reverse order, b then a.

Signed by Chair ..... Date .....

- a) With 'Business' in the title, this could refer to finance and would need to be separated, as only Councillors could vote regarding financial items. It was understood that there was still a need for Business and still a need for it to be part of this Committee.
- b) There was a discussion on 'who' was allowed to 'vote' at a Council meeting. If the Committee was just Tourism and Heritage, then all the members of the committee would vote and not just Councillors.

**RESOLVED: for the Committee title to stay the same with the inclusion of Business. Proposed by Cllr. Adams and seconded by Cllr Betts unanimously approved.**

**Action Clerk** to change the Register of Interests form for the non-councillors to sign. Terms of Reference to be amended to include the voting rights.

**BT&H -06 -27/07/2023 – To consider proposals on Christmas Lights:**

It was noted that in Halesworth Town Council, proposed to spend £23,000 over 3 years on static displays which stay up all year round.

- a) To consider feedback from businesses from lights consultation:  
 The Consultation was handed out to the retail outlets. 50 were delivered 13 replies were received.  
**Action Clerk** to send the revised form as the graphics are not great in the document they had received.  
 Out of the 13/50 there was a mixed bunch, so do we do our own thing? There is a stronger steer on helping with the window displays in properties, active shops and 'closed' shop windows. The library is very interested in the offer of help. The light strings that will not be used can be used in the window displays.  
**K. Parker** to provide BTH with Earsham Street Café window dresser contact.  
 The Clerk reported that for some business they can take 40-50% of their annual takings in the run up to Christmas. The lights attract tourists and create a feel-good factor in the town.  
 Ideas that were being considered are concentrating on the focal points within the town; Earsham Street, Buttercross, Waveney Trucks and a photo opportunity outside the Post Office? To amalgamate the existing stars into a sculpture by a local a metal worker was also suggested.
- b) To consider consulting with wider public:  
 Write a proposal of what is going to change, on the Town Council's Facebook page and use the survey monkey poll system. The Clerk was asked to contact the Beccles and Bungay Journal as well. There was a concern about the cost of running Christmas lights for businesses, as the cost of electricity has gone up.
- c) To consider feedback from Christmas Lights companies:  
 Not all the companies have replied with their quotes. Target Animations quote received has mentioned lights coming from the Buttercross monument. There will be a need to go to the Town Trust and possibly English Heritage to see if we are allowed temporary lights. Otherwise perhaps offer this idea for 2024.
- d) To agree costs for remedial works:  
 Quotes are being obtained to replace the light boxes over the town as the upgrade of 10 boxes are needed for the Christmas lights.

Signed by Chair ..... Date .....

**BT&H -07 - 27/07/2023 To consider Christmas Lights Event:**

- a) To consider and agree proposal from Jess Brown:  
Get a team together that are interested in Mid-August. Jess will work with all our options and put together in a spreadsheet, so that we can follow. This would include all the Health and Safety rules. Everyone interested with this meeting, contact Clerk or Cllr Adams.
- b) To consider and agree budget for event:

**RESOLVED To use the external funding of £2,500 to employ Jess Brown direct to provide expert events advice. Proposed by Cllr Betts and seconded by Cllr Hindes. Unanimously approved.**

- c) To delegate the spending of the budget to the Clerk in consultation with the Mayor and the Christmas Event Working Group:  
The budget for all events is £11,500 for Heritage and Civic Service. Proposal to allocate £6,000 for the Christmas lights which would leave £5,500 for the other events for the rest of the year.

**RESOLVED The budget of £6,000 and delegate the spending of the budget to the Clerk and the Mayor in consultation with the Working Party. Proposed by Cllr Adams and seconded by Cllr Dawes, unanimously approved.**

- d) To consider fundraising merchandise options:  
Mugs will not sell, possibility of pens and pencils. Fridge magnets with the Buttercross on them. Must have the word Bungay on them.  
Cards and Notelets have been designed using Vistaprint and are currently being sold in outlets throughout the Town. Commission a new design for Christmas Cards. Sell cards, notelets and pens, pencils at the Bungay Christmas Light stall at the Buttercross and the artisan markets in August and September.  
Tombola at the food fayre in October, prizes would be visual things (food and drink related) and not vouchers.

**RESOLVED to spend £500 on merchandising. Proposed by Cllr Hindes and seconded by Cllr Dawes. Unanimously approved.**

**BT&H -08- 27/07/2023 – To consider plans for Heritage Open Days.**

- a) To consider and agree budget for events:  
Open day weekend is 9<sup>th</sup> and 10<sup>th</sup> September 2023.  
Heritage Open Days, there are applications already in the system. The Castle already knows what is happening. The Town Council Chamber will be used for people designing collages, outline of scenes of Bungay, allow 20 minutes for person. Fisher Theatre will help with their booking system. Proposal to use £4,000 for the Heritage Open Days Budget, this will allow £1,500 for other events in the year. Hire stands and boards for the collages. The biggest problem will be volunteers. Organise a press release too. Arrange to put the displays in St Mary's Church for a week following.
- b) To delegate the spending of the budget to the Clerk in consultation with the Chair of BTH Committee:

**RESOLVED to delegate the spending the budget of £4,000 to the Clerk in consultation with the Chair of BTH. Unanimously approved.**

Signed by Chair ..... Date .....

**BT&H -09- 27/07/2023 – To consider the progress on the lottery bid:**

- a) To note brief for the museum design installation and to note the Clerk will be seeking quotes. For the museums displays. The Clerk will be working on the activity programme in consultation with the museum trustees, community groups and the BTH committee.
- b) It was noted that the Clerk will be requesting a quote for education packs to be developed by Share.
- c) To agree that a working group of the Clerk, the chair of BTH/Museum and L. Richardson will lead on the museum aspects of the lottery bid.

**RESOLVED: to agree that the working group for the museum aspects of the lottery bid will consist of the Clerk the Chair of BTH and L. Richardson. Unanimously approved.**

**BT&H -10- 27/07/2023 – To receive a verbal update on the Music Festival**

Cllr Dawes reported the following:

Same sort of Music Festival that is like the music festival at Beggars Fair. Music of all sorts in all types in venues, where there is enough space. There are about 14 potential venues to use within walking distance. Showcase about 40 performances, in July from Midday to 6pm. From Folk to Rock, on Saturday evening ask Fisher Theatre to put on some event after. Design a pretty leaflet with a program of performances, sell at £1. Getting businesses to advertise in the programme to reduce the cost of printing. Print about 500. Print a map of locations on one side of the leaflet.

Need to investigate insurance for each venue, volunteers etc.

Could there be a working party set up for this? Additional food trucks will not be consideration at the first year's event.

**Action Cllr Dawes** to form a working party for the next meeting. In the meantime, have a look at [beggarsfair.org](http://beggarsfair.org)

**BT&H -11- 27/07/2023 – To receive a progress report on UKSPF grant applications.**

The UKSPF street improvement grant is £10,060, which is for fingerposts, new seating, noticeboards, flowerpots, Staithe seats, The Deputy Clerk is back and will be working on this.

- a) To delegate the decision making of the spending of the UKSPF street improvement grant to the Clerk and the Mayor
- b) To note that the interim reports are due to be submitted.
- c) To note that the disabled kerbs application in Earsham Street will be submitted in time for the July deadline.

£6,000 bid going in tomorrow for the drop kerbs at Earsham Street, highways approval.

**RESOLVED to delegate the responsibility to the Clerk in consultation with the mayor for the £10,060 grant to be spent according to the approved bid. Proposed by Cllr Hindes and seconded by Cllr Dawes. Unanimously approved.**

**BT&H -12- 27/07/2023 – To receive a report on the setting up of the Mary Walker Foundation.**

Mary Walker was a lady involved in textile and embroidery in the Town. There is a definite interest to move forward with this foundation. There is a lot of history of textiles in the Town. Fisher Theatre has already set up a fundraising event. It will be an unincorporated constitution, running their own bank accounts.

Signed by Chair ..... Date .....

Once the Corporation is set up, the mayor would like to use this as her 'Charity for the Year'.

**BT&H -13- 27/07/2023 – Update on high street data and smart town initiative (standing item)**

a) To consider renewal of £1,200 of street data collection contract.

The Place Informatics system provides detailed data on town centre footfall. East Suffolk have a data collection system, but the data is limited, and the Town Council does not have access to the figures of comparison towns.

**RESOLVED to renew this year for £1,200. Proposed by Cllr Hindes and seconded by R. Laurence. Unanimously approved.**

**BT&H -14- 27/07/2023 – Correspondence**

- Request for details on accommodation in Bungay and surrounding area. **Action Cllr Adams** to send correspondence to the Clerk.
- Black Shuck leaflet, the Town Council is not named as a grant provider. The Town Council is unhappy that the Town Council has been missed off. **Action Clerk** to write to them noting this.
- 80<sup>th</sup> D/Day 6<sup>th</sup> of June 2024. Beacon will be lit again outside the Castle. NACO may book a flypast.
- The East Suffolk Council shop front support scheme is due to be launched in early 2024.
- Christmas Lights could go into the vacant shops and put in a window display. Rule not closer than a meter from the window and not sell anything.
- Cllr Hindes speak to East Suffolk about doing up the shop fronts, will there be a grant. Printing/painting to paint over some of the shop windows would cost in the region of £2,000-£3,000

**BT&H -15- 27/07/2023 - Date for next meeting 24<sup>th</sup> of August 2023**

*There being no further business the meeting closed at 8.52pm.*

**Action Log:**

Actions	Who	By When
Bungay Town Council to hold meeting with Jess Brown (First Light)	T. Clerk, & Working Group	June
Continue to reach out to companies for pricing information of full installations and electrical quotes for electrical boxes.	T. Clerk & Cllr. Adams	June
Once designs are agreed speak to East Suffolk District Council about Planning / Listed Building permissions relating to Christmas Lights		
Contact Waveney Trucks re: lighting installation	Working Group	June
Enquire with the owner of the King's Head about using his yard to the rear during Heritage Open Days.	TBC	June
Consider contacting William Lindley to enquire about Event lighting.	Working Group	June
Plan Facebook campaign re: Christmas Lighting plans once developed	Working Group	June onwards

Signed by Chair ..... Date .....

Speak with Stuart O'Neill/ BEBA about Christmas Lighting and fundraising opportunities	Working Group	June
Contact Halesworth Town Council and enquire about their Christmas Lighting plans for reference.	T. Clerk/ Cllrs	June
Bungay Town Council to contact the new, local bicycle trail group and get in their system	T. Clerk	June onwards
To amend the Register of interests, form to apply to non-councillors and add the bankruptcy clause	T. Clerk	August onwards
To send the revised graphics for the consultancy replies as the graphics were not great on the one that was sent to the Committee	T. Clerk	August
Provide the contact details of Earsham St Café window dresser	K. Parker	August
To form a working party for the music festival 2024	Cllr Dawes	August
Send the B&B correspondence item 14 to the Clerk	Cllr Adams	August
Black Shuck letter of complaint about their leaflet	T. Clerk	August

Signed by Chair ..... Date .....