

**DOWNHAM MARKET TOWN HALL STRATEGY GROUP****RECORD OF MEETING HELD TUESDAY 23 MARCH 2021 AT 10:00 AM**

Those in attendance at the meeting were notified of the zoom procedures.  
Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

		<b>ACTION</b>
	<p>Present:</p> <p>Chair – Cllr Groom</p> <p>Councillors - Daymond, Doyle and Westrop</p> <p>Councillor Sharman joined at 10:43am due to internet issues in accessing zoom.</p> <p>Town Clerk – Mrs E Oliver</p> <p>Senior Administrator - Ms C Dornan</p>	
<b>1</b>	<p><b><u>To receive apologies for absence</u></b></p> <p>Apologies were received from Cllr Molyneux – Hetherington (work), Cllr Pickering (Personal), and Cllr J Woodmin (work).</p> <p>These apologies were accepted.</p>	
<b>2</b>	<p><b><u>To receive declarations of interest</u></b></p> <p>There were no declarations of interest.</p>	
<b>3</b>	<p><b><u>To approve the notes of the meeting on 23<sup>rd</sup> February 2021</u></b></p> <p>Proposer Cllr Daymond          Seconder Cllr Westrop</p> <p>‘That the notes of the meeting held on 23 February 2021 be duly approved with the addition under item 6:</p> <p>That it was agreed the Town Clerk and the Senior Administrator would meet with the Conservations Officers prior to members of the Strategy Group meeting with the Conservation Officer at the next available meeting.’</p> <p>All in favour</p>	
<b>4</b>	<p><b><u>To discuss applying for a Heritage lottery fund grant and employing an appropriate consultant</u></b></p> <p>The members discussed making a grant application through the Architectural Heritage Fund to support a feasibility study of works on the Town Hall. It is acknowledged that the Council would need to contribute some funds towards the study and this has been budgeted.</p>	

	<p>The feasibility study would engage the assistance of an architect from a specialist heritage firm and ask questions such as:</p> <ol style="list-style-type: none"> <li>1 – What function do you want the building to take on?</li> <li>2 – What is your vision for the Town Hall?</li> <li>3 – What role would you like the Town Hall to play in the community and to the town?</li> </ol> <p>Members were asked to consider their answers to these questions as they would form part of the application process.</p> <p>The Senior Administrator and Cllr Daymond gave an overview of the existing user groups which were split into groups; Core Users, Permanent Users, Casual Users and Civic Functions.</p> <p>It was agreed that the vision for the Town Hall would be to:</p> <ul style="list-style-type: none"> <li>• Make it the heart of the community.</li> <li>• Reflect the heritage and cultural value.</li> </ul> <p>It was agreed that the members would like to re-engage with the user groups following the covid 19 restrictions.</p> <p>Members agreed it would be an aim to bring the Town Hall back to it's pre 1960s status. The size of the Grand Hall is unique to the area and should be the focus of the building.</p> <p>It was agreed No 6, the Old Clerk's Office, should be included in the scope of the works.</p> <p>The Heritage Lottery Fund was discussed. This grant would be based on the outcome of the feasibility study.</p> <p>The Chair, Cllr Groom, agreed to give an update to Full Council on the desire to make a grant application to the Architectural Heritage Fund and Heritage Lottery Fund.</p> <p>The Town Clerk confirmed the initial meeting with the Conservation Officer was scheduled for 16 April 2021. The Town Clerk and Senior Administrator would be in attendance via zoom.</p>	Cllr Groom
5	<p><b><u>To receive an update on maintenance works</u></b></p> <p>Lift – Cllr Daymond confirmed this was now fully operational.</p> <p>Fire Doors – The Senior Administrator confirmed she was in discussion with the Maintenance Supervisor with work planned for September 2021.</p> <p>Balcony Floor Tiles – The Senior Administrator confirmed she had chased the quote.</p> <p>Windows – Cllr Sharman asked for an update. The Senior Administrator advised she was awaiting for the meeting on 08 April 2021 before taking action. Cllr Sharman asked that double glazing and window seals be considered.</p> <p>Roof quotes – The Senior Administrator advised that the recommendations from The Morton Partnership all wished to see the venue prior to quoting so quotes are on hold until September 2021.</p> <p>Grand hall ventilation – Cllr Daymond stated he had sent a report in 2018 which he requested</p>	Cllr

	<p>the members to consider. Cllr Daymond will forward a copy to the Senior Administrator for circulation to members.</p> <p>Damage to the North West corner by the steps leading to the entrance – Cllr Daymond raised concerns about damage from uric acid.</p>	Daymond
<b>6</b>	<p><b><u>To discuss a Christmas event</u></b></p> <p>The members agreed to book out the Town Hall for potential future events on:</p> <p>28 November 2021 11 – 12 December 2021 24 December 2021</p>	Senior Admin.
<b>7</b>	<p><b><u>To confirm the date of the next meeting</u></b></p> <p>Members discussed the request of Cllr Woodmin to amend the meetings to the fourth Wednesday monthly due to her work commitments. This was agreed.</p> <p>The next meeting was confirmed as Wednesday 28<sup>th</sup> April 2021 at 10am.</p> <p>The meeting closed at 11:15 am.</p>	
	<b>SIGNED</b>	<b>DATE</b>